# CITY OF COSTA MESA

## PLANNING COMMISSION

## Agenda

**Monday, February 23, 2026** **6:00 PM** **City Council Chambers**
**77 Fair Drive**

The Commission 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 system outages or experiencing other critical issues, the meeting will continue in person.

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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.

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

Members of the public are welcome to speak during the meeting when the Chair 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 Commission.

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.

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• Select “Join Audio via Computer.”
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• 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:
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During the Public Comment Period, press *9 to add yourself to the queue 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.

4. 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 PCPublicComments@costamesaca.gov. Comments received by 12:00 p.m. on the date of the meeting will be provided to the Commission, made available to the public, and will be part of the meeting record.

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All 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 e-mail to PCPublicComments@costamesaca.gov NO LATER THAN 12:00 Noon on the date of the meeting.

Note regarding agenda-related documents provided to a majority of the Commission after distribution of the agenda packet (GC §54957.5): Any related documents provided to a majority of the Commission after distribution of the 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.

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# PLANNING COMMISSION REGULAR MEETING

## FEBRUARY 23, 2026 – 6:00 P.M.

**JEFFREY HARLAN**
**CHAIR**

**JON ZICH**
**VICE CHAIR**

**ANGELY ANDRADE**
**PLANNING COMMISSIONER**

**ROBERT DICKSON**
**PLANNING COMMISSIONER**

**KAREN KLEPACK**
**PLANNING COMMISSIONER**

**DAVID MARTINEZ**
**PLANNING COMMISSIONER**

**JOHNNY ROJAS**
**PLANNING COMMISSIONER**

**TARQUIN PREZIOSI**
**ASSISTANT CITY ATTORNEY**

**CARRIE TAI**
**DIRECTOR**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ANNOUNCEMENTS AND PRESENTATIONS**

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA**
**Comments are limited to three (3) minutes, or as otherwise directed.**

**PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS**

**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 Planning Commission, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion. The public can make this request via email at PCPublicComments@costamesaca.gov and should include the item number to be addressed. Items removed from the Consent Calendar will be discussed and voted upon immediately following Planning Commission action on the remainder of the Consent Calendar

1. **FEBRUARY 9, 2026 UNOFFICIAL MEETING MINUTES** 26-153

RECOMMENDATION:

Planning Commission approve the regular meeting minutes of February 9, 2026.

**Attachments:** FEBRUARY 9, 2026 UNOFFICIAL MEETING MINUTES

**PUBLIC HEARINGS:**

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)** 26-154

RECOMMENDATION:

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is consistent with the Costa Mesa City Council adopted 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); and

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

**Attachments:** Agenda Report
1. Draft Planning Commission Resolution
2. Request Letters
3. Appendix B- Sites Analysis Strikethrough
4. Updated Measure K HE Sites
5. Sites Added and Removed

**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** **26-155**

RECOMMENDATION:

Staff recommends the Planning Commission:

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.

**Attachments:** Agenda Report

1. Draft Planning Commission Resolution
2. Project Description Letter
3. Zoning Map
4. PA-21-36 Approved Resolution
5. PD Calls for Service

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

**OLD BUSINESS:NONE**

**NEW BUSINESS: NONE**

**DEPARTMENTAL REPORTS:**

1. PUBLIC WORKS REPORT

2. DEVELOPMENT SERVICES REPORT

**CITY ATTORNEY REPORTS:**

1. CITY ATTORNEY REPORT

**ADJOURNMENT**

PLANNING COMMISSION MEETING:

Costa Mesa Planning Commission meets on the second and fourth Monday of each month at 6:00 p.m.

APPEAL PROCEDURE:

Unless otherwise indicated, the decision of the Planning Commission is final at 5:00 p.m., seven (7) days following the action, unless an affected party files an appeal to the City Council, or a member of City Council requests a review. Applications for appeals are available through the City Clerk's Office; please call (714) 754-5225 for additional information.

CONTACT CITY STAFF:

77 Fair Drive, Costa Mesa, CA 92626
Planning Division (714) 754-5245
planninginfo@costamesaca.gov

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-153 **Meeting Date:** 2/23/2026

**TITLE:**

FEBRUARY 9, 2026 UNOFFICIAL MEETING MINUTES

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

**RECOMMENDATION:**

Planning Commission approve the regular meeting minutes of February 9, 2026.

**REGULAR PLANNING COMMISSION**
**MONDAY, FEBRUARY 9, 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 Klepack led the Pledge of Allegiance.

**ROLL CALL**

Present: Chair Jeffrey Harlan, Vice Chair Jon Zich, Commissioner Angely Andrade, Commissioner Karen Klepack, Commissioner David Martinez, Commissioner Johnny Rojas; Commissioner Robert Dickson was present via Zoom

Absent: None

**ANNOUNCEMENTS AND PRESENTATIONS:** None.

**PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA:**

Wendy Simao spoke regarding noise concerns at the gym located at 140 17th Street, stating she was awakened at approximately 5:01 a.m. and believes the gym may be operating earlier than permitted hours. She expressed concern about the gym leaving its door cracked open, particularly as warmer weather approaches, and questioned whether proper insulation and ventilation are in place to prevent increased noise impacts from aerobic workouts. She also stated that prior noise monitoring did not adequately reflect typical neighborhood quiet conditions and requested the City ensure compliance moving forward.

**PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:**

Commissioner Andrade thanked attendees for their community engagement on the issue being addressed and expressed appreciation for constituent involvement. She clarified that the Instagram page she previously referenced is Costa Mesa Mutual Aid, encouraging residents to follow it to connect with others working to improve quality of life in Costa Mesa. She also invited the public to attend an upcoming volunteer meet-and-greet event taking place on the 18th.

Commissioner Dickson apologized for missing the previous meeting due to an injury that also prevented attendance that evening. He stated he looks forward to returning at the next meeting.

**CONSENT CALENDAR:**

**1. JANUARY 26, 2025, UNOFFICIAL MEETING MINUTES**

**MOVED/SECOND: MARTINEZ/ HARLAN**
**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:**

**1. INTRODUCTION OF A ZONING CODE AMENDMENT TO REZONE SIXTH CYCLE (2021-2029) HOUSING ELEMENT SITES, IMPLEMENT SPECIFIC HOUSING ELEMENT PROGRAMS TO ENCOURAGE AND FACILITATE HOUSING DEVELOPMENT PER STATE REQUIREMENTS, AND A RESOLUTION TO AMEND THE NORTH COSTA MESA SPECIFIC PLAN FOR CONSISTENCY WITH THE HOUSING ELEMENT SITES REZONING (PCTY-25-0008 AND PSPA-26-0001)**

Presentation by Senior Planner, Michelle Halligan.

Commissioners conducted a detailed review of the proposed amendments, raising questions about removing outdated code references, clarifying how the Fairview Developmental Center area will be regulated before its specific plan is adopted, and ensuring consistency between Housing Element sites and existing specific plans in light of a recent Court of Appeals opinion. Discussion also focused on technical standards such as setbacks, open space requirements, density bonus findings, and the new "streamline development review," with some items flagged for possible future code cleanup. Broader policy concerns included if the streamline development review may incentivize one-story development because it does not require a public notice for one story development, wanting to ensure that

permit streamlining efforts will result in the densities described in the Housing Element, incorporating green space and public plaza expectations into objective standards, and confirming adequate outreach and notification to affected property owners. Staff explained that the amendments implement multiple programs that are passed implementation deadlines established in the adopted Housing Element, the amendments are being coordinated with HCD and legal counsel, the City is utilizing state CEQA streamlining tools to expedite the rezoning of Housing Element sites only, and development opportunities on non-Housing Element Measure K sites will be studied in a programmatic EIR, and other zoning code amendments and broader design standards will be explored and refined before City Council consideration. Staff also confirmed that notification of recent court opinion has been sent to Housing Element Sites Inventory property owners and that staff have been holding meetings and answering questions on these sites.

Public comments:

Justin McCusker, representing CJ Segerstrom & Sons/South Coast Plaza, stated that the company submitted letters expressing concerns about the Redondo case and its implications for overlay zoning within the Housing Element. He explained that the properties were originally considered for inclusion in the Housing Element under the understanding that the designation would be additive and would not affect the underlying zoning, and said the company is now requesting removal due to uncertainty caused by a court decision. He added that legal counsel provided recommendations for a method to remove the sites and expressed a willingness to continue working with the City.

Cynthia MacDonald, expressed concerns about the clarity and organization of the draft amendment attachments, stating it was difficult for the public to identify changes and recommended the exhibits be separated for transparency. She questioned terms such as "reasonably necessary," and raised concerns about adopting upzoning on Housing Element sites before completing comprehensive new standards, as well as concerns about permit streamlining that reduces public notification. She urged the City to provide clearer visual examples of development, improve public outreach, and more fully evaluate potential impacts related to traffic, pollution, and city services before moving forward.

Rick Huffman, stated that public outreach during the housing element update process has been inadequate and unclear given the scale of proposed high-density rezonings along major corridors. He expressed concern about potential increases in building height and population without corresponding plans for parks, traffic circulation, transit, or public safety services, and said the maps presented have been difficult for residents to interpret. He cited an example involving the Women's Club property, stating members were unaware their site was proposed

for higher-density zoning, and urged greater transparency and meaningful public engagement before decisions are finalized.

Thomas Colbert, Costa Mesa, stated that he has a pending development application on a Measure K site that is not part of the housing element or any overlay. He explained that the project has been advised to wait until the Measure K rezoning process in November 2026, which he described as a significant hardship for a small business. He requested that staff and the Commission consider an interim path forward for non-Housing Element Measure K sites to be rezoned while the broader process is underway.

George Sakioka, stated that a letter was submitted earlier in the day identifying potential technical inconsistencies between the North Costa Mesa Specific Plan and proposed overlay standards, including differences in height envelopes that could affect housing capacity. He expressed support for continuing the Housing Element implementation process but requested that the Commission direct staff to meet with their team to resolve the noted concerns and housekeeping items before the matter proceeds further.

Tim Paone, reiterated that the legal uncertainty surrounding overlay zoning stems from recent court decisions and not from actions by the City, noting that many jurisdictions statewide are facing similar challenges. Speaking on behalf of the Segerstrom interests, he urged the Commission to address the issue promptly by removing the properties from the Housing Element and ensuring consistency across the General Plan, zoning, and the North Costa Mesa Specific Plan. He stated that resolving the matter now would prevent further complications and allow the property owner to move forward with its long-term business planning and offered to answer questions regarding the submitted letter.

Andrew Kenny, expressed empathy for the concerns raised by others but spoke in support of efforts to increase housing supply, particularly from the perspective of younger residents who are often not present at public meetings. He stated that many people in his demographic are facing significant financial stress related to housing affordability and view additional housing development as urgent and necessary to improve long-term stability and opportunities for homeownership. He urged consideration of the voices of younger and underrepresented residents who are seeking meaningful progress toward affordability and economic sustainability.

Autumn Elliot, stated that her organization previously submitted a letter regarding concerns with the City's reasonable accommodation ordinance. She acknowledged that some suggested revisions were incorporated but asserted that additional changes are still needed to bring the ordinance into compliance with fair housing law, including concerns about provisions that improperly place the burden of proof on applicants. She referenced the Insight v. Costa Mesa

Settlement Agreement and urged the Commission to direct staff to continue refining the ordinance in collaboration with Disability Rights California to ensure legal compliance and avoid further delay or litigation.

Wendy Leece, urged the Commission to prioritize transparency and fairness over expediency in implementing changes related to housing. She expressed concern about reducing noticing requirements to 100 feet, stating that residents farther away may be affected without adequate notification, and supported prior comments regarding planning for parks, parking, public safety, and community impacts. She also raised concerns about sober living regulations and encouraged the City to ensure residents are clearly informed of proposed developments through improved outreach and more visible project signage.

Chair Harlan made a motion.

Motion Discussion:

Chair Harlan moved to approve staff's recommendation, including finding the project exempt from CEQA, recommending that City Council adopt amendments to the Zoning Code and the North Costa Mesa Specific Plan related to rezoning Housing Element sites, with modifications to remove the Segerstrom properties from the rezoning and to direct staff to work with another property owner on specific input. The motion was seconded by Commissioner Dickson, who described the proposal as imperfect and largely state-driven but supported advancing it as an interim step toward housing element certification. He also expressed concern about impacts on commercial property owners and emphasized the need for a clear process allowing property owners to request removal from Housing Element opportunity sites; a friendly amendment reflecting that recommendation was incorporated, and staff confirmed that recent requests to add or remove properties would be brought forward through a General Plan amendment for City Council consideration.

Commissioner Martinez made a substitute motion.

Substitute motion discussion:

Commissioner Matinez introduced a substitute motion incorporating the prior motion's core elements along with additional amendments based on prior comments and public input. The substitute included consolidating exempt properties into a single code section, modifying provisions related to trip budgets and allowing projects on lower-income housing element sites to use more relaxed specific plan standards, removing Housing Element site parking minimums for multifamily housing, and expanding flexibility for private and common open space to be provided as publicly accessible open space at the applicant's option. It also

directed staff to conduct a consistency review of the North Costa Mesa Specific Plan and recommended further review of definitions and reasonable accommodation provisions. During discussion, one commissioner voiced opposition, expressing concern that the proposal was rushed, overly state-driven, reduced public oversight, and could significantly alter the city's character without sufficient clarity or public understanding, while affirming support for exempting certain identified properties and clarifying that only the sites specifically listed should be removed.

**MOVED/SECOND: MARTINEZ/ANDRADE**
**MOTION:** To move staff's recommendation and the previous motion's additions, with the addition of the following amendments: consolidation of exempt properties into Section 13.83.58.B(3); inclusion of trip budgets prior to ministerial review; allowance for lower-income housing element projects to utilize more flexible specific plan standards; removing multifamily parking minimums on Housing Element sites, and modifying setback provisions (including reducing setbacks from 10 feet to 5 feet and allowing publicly accessible open space in lieu of certain setback requirements); expanded flexibility for private and common open space to be provided as publicly accessible open space; direction to conduct a consistency review of the North Costa Mesa Specific Plan; and recommendation that City Council review the definitions and reasonable accommodation sections in response to public comment.
**Ayes:**, Commissioner Andrade, Commissioner Rojas, Commissioner Martinez
**Nays:** Chair Harlan, Vice Chair Zich, Commissioner Klepack, Commissioner Dickson
**Absent:** None
**Recused:** None
**Motion Failed:** 3-4

**MOVED/SECOND: HARLAN/DICKSON**
**MOTION:** Move staff's recommendation with addition of exempting the Segerstrom properties from the Housing Element under Section 13.83.58.B(3), consistent with the February 7, 2026 letter. Added direction to staff to conduct a consistency review of the North Costa Mesa Specific Plan and coordinate with the property owner regarding their comments. Add a recommendation that staff continue to meet with property owners who have expressed interest in adding or removal of their properties from the Housing Element opportunity site list.
**Ayes:** Chair Harlan, Commissioner Andrade, Commissioner Klepack, Commissioner Dickson, Commissioner Rojas, Commissioner Martinez
**Nays:** Vice Chair Zich
**Absent:** None
**Recused:** None
**Motion carried:** 6-1

**ACTION:**

The Planning Commission Adopted a resolution to:

1. Find 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); and

2. Recommend that the City Council adopt an Ordinance amending the following chapters in Title 13 of the Costa Mesa Municipal Code (Zoning Code): a. Chapter I, Article 2, Definitions b. Chapter I, Article 3, Review Authorities c. Chapter III, Planning Applications d. Chapter IV, Citywide Land Use Matrix e. Chapter V, Development Standards, Article 11, Mixed-Use Overlay District f. Chapter VI, Article 1, Residential Districts g. Chapter IX, Article 8, Motels -2- h. Chapter IX, Article 15, Reasonable Accommodations i. Chapter IX, Article 18, Emergency Shelters j. Chapter XII, Article 3, Transportation System Management k. Chapter XV, Group Homes 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)

3. Recommend that the City Council adopt a Resolution or an Ordinance approving an amendment to the North Costa Mesa Specific Plan for consistency with the application of the Mixed-Use Overlay District on Housing Element Opportunity Sites

**OLD BUSINESS:** None

**NEW BUSINESS:** None.

**REPORT - PUBLIC WORKS –** Mr. Yang provided updates on ongoing planning initiatives, housing element implementation efforts, and upcoming City Council items. He also outlined timelines for objective design standards, environmental review coordination, and outreach to property owners regarding housing element site adjustments. Commissioners received the report and asked clarifying questions as needed.

**REPORT - DEVELOPMENT SERVICES –** Ms. Tai reported that City Council approved second reading of the small lot ordinance for two-unit subdivisions, which will take effect in 30 days and make such subdivisions ministerial in all residential zones. He also noted that Council received an update on the Climate Action and Adaptation Plan, with further policy discussions anticipated in the spring and summer, and that the Ohio House public hearing has been rescheduled to April 21. Additionally, she announced the launch of a new interactive online development map on the Department's website, currently in beta, allowing the public to view parcel-level

information on planning applications, building permits, encroachment permits, and business licenses citywide.

**REPORT - ASSISTANT CITY ATTORNEY –** None.

**ADJOURNMENT AT 8:18 p.m.**

Submitted by:

_____
CARRIE TAI, SECRETARY
COSTA MESA PLANNING COMMISSION

DRAFT

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-154 **Meeting Date:** 2/23/2026

**TITLE:**

**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)**

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

**PRESENTED BY: MICHELLE HALLIGAN, SENIOR PLANNER AND ANNA MCGILL, ADVANCE PLANNING MANAGER**

**CONTACT INFORMATION: MICHELLE HALLIGAN, 714-754-5608; Michelle.Halligan@costamesaca.gov**

**RECOMMENDATION:**

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is consistent with the Costa Mesa City Council adopted 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); and

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

# PLANNING COMMISSION AGENDA REPORT

**MEETING DATE: FEBRUARY 23, 2026** **ITEM NUMBER: PH-1**

**SUBJECT:** **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)**

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

**PRESENTATION BY:** **MICHELLE HALLIGAN, SENIOR PLANNER AND ANNA MCGILL, ADVANCE PLANNING MANAGER**

**FOR FURTHER INFORMATION CONTACT:** **MICHELLE HALLIGAN**
**714-754-5608**
**Michelle.Halligan@costamesaca.gov**

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## RECOMMENDATION:

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is consistent with the Costa Mesa City Council adopted 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); and

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 listed on the following page:

Proposed sites to be added to the Housing Element Sites Inventory

| HE Site | Address or APN | HE Site | Address or APN |
|---|---|---|---|
| 209* | 2000 Harbor Blvd. | 210* | 418-181-11 (address to be assigned) |

* Proposed Housing Element Site Unique ID

Proposed sites to be removed from the Housing Element Sites Inventory

| HE Site | Address or APN | HE Site | Address or APN | HE Site | Address or APN |
|---|---|---|---|---|---|
| 96 | 610 W. 18th St. | 140 | 685 Sunflower Ave. | 195 | 2180 Harbor Blvd. |
| 134 | 3390 Harbor Blvd. | 141 | 3410 Bristol St. | 198 | APN: 140-041-83 |
| 136 | 3390 Harbor Blvd. | 145 | 3333 Bristol St. | 203 | 1590 Adams Ave. |
| 137 | 3315 Fairview Rd. | 146 | APN: 412-491-11 | 204 | 1590 Adams Ave. |
| 138 | 1201 S. Coast Dr. | 147 | 3333 Bristol St. | 205 | 3420 Bristol St. |
| 139 | 3400 Bristol St. | 194 | 2180 Harbor Blvd. | | |

**APPLICANT OR AUTHORIZED AGENT:**

The subject amendments to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element General Plan is a City-initiated request.

**BACKGROUND:**

Many California jurisdictions, including the City of Costa Mesa, are using overlay districts as a mechanism for implementing their Housing Elements. An overlay district is a type of zoning that allows for supplemental or additive uses (such a residential or commercial uses) in addition to the base zoning allowed uses. In the case of Housing Element implement, and as was intended by the proposed by the City's Mixed Use Overlay District (MUOD), the City could meet their Regional Housing Needs Assessment (RHNA) by adding an overlay district on top of base the base zoning to allow for residential and mixed use (residential + commercial) development (see Figure 1 below). Overlays were meant to be flexible and additive for property owners, whereby a property owner could continue to develop under base zoning or utilize the overlay for additional development opportunities. Under this assumption, several property owners expressed interest in being added to the City's Housing Element Sites Inventory as a means of obtaining additional development opportunities. As part of the overall Neighborhoods Where We All Belong (NWWAB) rezoning efforts, the City is studying additionally applying a Mixed-Use Overlay District to Measure K sites that are not Housing Element Inventory Sites (see

Attachment 4). Wider community visioning and an Environmental Impact Report (EIR) is being conducted as part of this wider effort.

Figure 1. Overlay District and Base Zoning Functionality

On October 10, 2025, the California Court of Appeal (Second Appellate District), in *New Commune DTLA LLC v. City of Redondo Beach*, held that a residential overlay on Housing Element sites cannot satisfy a jurisdiction's RHNA if the underlying zoning allows development without residential uses.

The opinion held that in order to meet the RHNA, the zoning or an overlay district on Housing Element sites must require:

- At least 50 percent of new development on each site to be residential; and
- A minimum density of 20 units per acre, which is also consistent with another court case, *Martinez v. City of Clovis (2023)*, concluding that an overlay to establish residential development on Housing Element sites shall have a minimum density of 20 units per acre to meet the intent of state law.

Staff determined that the Court of Appeal's opinion means that any overlay on Housing Element sites would need to supersede the base zoning and require new development to include a minimum of 50 percent residential at a minimum of 20 units per acre. This opinion represented a large shift in how jurisdictions previously understood and utilized

overlays for Housing Element implementation. Put simply, this opinion represented a potential loss of flexibility.

Following the Court of Appeal decision, the City sent a letter to property owners on the Housing Element sites inventory, informing them of the court opinion and that it may affect property for future development, as well as request for their contact information to keep them informed on the Neighborhoods Where We All Belong (NWWAB) effort and any other associated regulations that may affect their property. In response to this letter, the City received a several calls, emails, and meeting requests from Housing Element site property owners. These inquiries ranged from general questions to requests to be added to the NWWAB project's interest parties list, to concerns about remaining on the sites inventory. Concurrently, staff have also been fielding calls/meetings from property owners that have expressed interest in being added to the sites inventory.

On February 9, 2026, the Planning Commission held a public hearing on amendments to the Zoning Code, Zoning Map and North Costa Mesa Specific Plan (NCMSP) to rezone the Housing Element Sites and implement programs of the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element. The Planning Commission recommended that the City Council find that the project is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.085(a) (SB 131), adopt an Ordinance amending chapters in Title 13 of the Costa Mesa Municipal Code (Zoning Code), and recommend that the City Council adopt a Resolution or Ordinance approving an amendment to the NCMSP for consistency with the Mixed-Use Overlay District (MUOD) on Housing Element Opportunity Sites. As part of their motion, the Planning Commission also directed staff to honor the requests of property owners requesting to be removed/added to the Housing Elements Sites Inventory and exclude those sites requesting to be removed from the MUOD.

- February 9, 2026, Agenda Report and Attachments: https://costamesa.legistar.com/LegislationDetail.aspx?ID=7869925&GUID=46ADE2E0-93B1-4307-BB85-FCF45BA3A0C2

## DESCRIPTION

Staff received letters from three property owners requesting to have their sites removed and letters from two property owners requesting to have their sites added to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element Sites Inventory (see Attachment 2). In their letters, these property owners noted concern about the *New Commune DTLA LLC v. City of Redondo Beach* court opinion and its potential impacts on their property, including potentially reducing future development flexibility. To maintain transparency while implementing the Housing Element, including evolving state legislation and court decisions, and in alignment with the Planning Commission direction at the February 9, 2026, public hearing, the City is initiating a General Plan

Amendment to honor these requests by proposing to add two and remove 17 Housing Element Opportunity Sites listed in Tables 1 and 2 on the following page.

Table 1. Proposed sites to be added to the Housing Element Sites Inventory

| HE Site | Address or APN | HE Site | Address or APN |
|---|---|---|---|
| 209* | 2000 Harbor Blvd. | 210* | 418-181-11 (address to be assigned) |

* Proposed Housing Element Site unique ID

Table 2. Proposed sites to be removed from the Housing Element

| HE Site | Address or APN | HE Site | Address or APN | HE Site | Address or APN |
|---|---|---|---|---|---|
| 96 | 610 W. 18th St. | 140 | 685 Sunflower Ave. | 195 | 2180 Harbor Blvd. |
| 134 | 3390 Harbor Blvd. | 141 | 3410 Bristol St. | 198 | APN: 140-041-83 |
| 136 | 3390 Harbor Blvd. | 145 | 3333 Bristol St. | 203 | 1590 Adams Ave. |
| 137 | 3315 Fairview Rd. | 146 | APN: 412-491-11 | 204 | 1590 Adams Ave. |
| 138 | 1201 S. Coast Dr. | 147 | 3333 Bristol St. | 205 | 3420 Bristol St. |
| 139 | 3400 Bristol St. | 194 | 2180 Harbor Blvd. | | |

## ANALYSIS:

### City of Costa Mesa Sixth Cycle (2021-2029) Housing Element Amendments

The proposed amendments to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element include revisions to Appendix B to add or remove the proposed Housing Elements Sites, as identified in Tables 3 and 4, as well as consistency revisions throughout the Housing Element, including the Housing Plan and Appendix B document, where there are references and information about the sites proposed to be removed. In some cases, this includes references to the site within the text, removal of the site/s from tables and figures and finally removal of site/s where they are referenced as part of a specific Housing Element implementation program. Note that these amendments represent targeted and simplified updates at this time, with more comprehensive and thorough amendments to be completed at a later date as the City engages in the No Net Loss analysis process described later in this report. are included in Attachment 1, Exhibit A. Attachment 3 provides the strikethrough version of these proposed amendments.

Staff is proposing targeted amendments in response to the letters received from property owners to either be added to or removed from the Housing Element. To date, staff have received letters from two property owners requesting two sites be added to the Housing

Element Sites Inventory as well as letters from three property owners requesting a total of 17 sites to be removed (Attachment 2). The full breakdown of sites proposed to be added and removed from the Housing Elements Sites Inventory is included in Attachment 5.

For sites proposed to be added to the Housing Element Sites Inventory, the City must assign a unique ID and made appropriate assumptions for the density and distribution of income levels for the site. This information is summarized in Table 1 of Attachment 5. The proposed Housing Element site with unique ID 210 (APN 418-181-11 adjacent to 2821 Bristol Street) is an active planning entitlement application (PRZN-26-0001), and the assumptions for this proposed site are consistent with the proposed entitlement request. In the case of the 2000 Harbor site, staff have been in conversation with the anticipated owner/developer and have included assumptions for this site based on pre-application discussions. Including realistic assumptions is intended to help prevent the City from having to make future no net loss findings for these specific sites.

For the 17 sites requesting to be removed from the Housing Element Sites Inventory (as summarized in Table 2 of Attachment 5), proposed revisions include removing the site from the Appendix B Sites Inventory table and any additional references to that site within the Housing Element. While these sites will not be proposed to be rezoned as part of the proposed actions to City Council on March 17th, they are still Measure K sites and will become part of the overall considerations of the longer term NWWAB process (as identified on the Attachment 4 Revised Map of Housing Element Opportunity Sites and Measure K Sites).

Overall, this request would result in a net loss of 15 sites and 5,431 housing units from the City's Housing Element Sites Inventory. Table 3 shows the total net unit loss and the loss in each income category. Given these net losses, the City will need to make No Net Loss findings and determination and begin a process to reopen its Housing Element.

Table 3. Total net units lost from the Housing Element Sites Inventory

| | Net Units | Very Low | Low | Moderate | Above Moderate |
|---|---|---|---|---|---|
| **Total** | 5,431 | 843 | 455 | 869 | 3,264 |

**No Net Less**

The "No Net Loss" provisions of state Planning and Zoning Law (Gov't Code § 65863) provide that if housing developments are approved on these sites with fewer lower income units than projected in the Housing Element, the City must demonstrate within 180 days that it still has enough sites designated in the Housing Element to

accommodate the City's remaining need for lower income housing. State law provides that the City must make the findings whenever it "allows development … by administrative, quasi-judicial, legislative, or other action" that results in fewer units by income category than identified in the City's Housing Element. When approving development projects with fewer lower income units than shown in the Housing Element, the City must make the findings and determination for No Net Loss per Gov't Code Section 65863. If after the identified action, insufficient sites remain, the City must identify within 180 days and "make available" additional sites to accommodate the City's RHNA at the appropriate income levels.

While there is no specific legal requirement to maintain a buffer and part of the Housing Element, jurisdictions typically plan for and maintain a healthy "buffer" (usually 10-20 percent) as part of their RHNA cycle, so that they can continue to process entitlements for development projects and still make the needed findings and determination for No Net Loss, without the need to continually reopen the Housing Element during the planning period (2021-2029). The City's adopted Housing Element includes a 45 percent buffer, accommodating 17,042 units when the RHNA is 11,760.

The proposed amendments to the Sixth Cyle (2021-2029) Housing Element constitute a legislative action removing net 15 sites and 5,431 net units. This action will essentially remove the entire RHNA buffer and remove some of the sites needed to meet RHNA in certain income categories (such as low and very low income). As such, the City must make the necessary No Net Loss findings and determination and will have 180 days to identify new Housing Element sites to accommodate the City's RHNA. Following City Council action on these amendments, staff will be initiating a Housing Element update to increase housing capacity and/or identify additional sites necessary to maintain capacity for RHNA and an appropriate buffer (typically 10-20 percent).

## GENERAL PLAN CONFORMANCE

The proposed amendments to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element comply with Government Code Section 65863 and are consistent with Program 3A, which requires the City to maintain an inventory of vacant and underutilized sites and provide this inventory to interested developers. The City must monitor the Housing Element throughout the planning period and ensure that the City has adequate sites available to accommodate its RHNA. According to Government Code Section 65863, a local jurisdiction shall not "permit or cause its inventory of sites identified in the housing element to be insufficient to meet its remaining unmet share of the regional housing need for lower and moderate-income households." At a future City Council meeting, the City will make the findings and determination for No Net Loss per Gov't Code Section 65863, and will have 180 days to identify and "make available" additional sites to accommodate the City's RHNA at the appropriate income levels.

## ENVIRONMENTAL DETERMINATION

On November 15, 2022, the Costa Mesa City Council adopted Resolution No. 2022-67, certifying the Mitigated Negative Declaration (MND) and adopting the Mitigation Monitoring and Reporting Program (MMRP) that analyzed the candidate housing sites for the 6th Cycle (2021-2029) Housing Element. The Mitigated Negative Declaration provided environmental clearance for the adoption of the Housing Element, which included the overall Regional Housing Needs Allocation (RHNA) and additional capacity to maintain a buffer. The action to add/remove Housing Element sites falls within the capacity studied under this MND and MMRP. Additionally, pursuant to SB 131, on July 1, 2025, a new statutory CEQA exemption, Public Resources Code Section 21080.085(a), went into effect, providing an exemption for actions needed to implement Housing Elements, including implementation of Program 3A, which requires the City to continue to maintain an inventory of sites to meet RHNA. The City's proposed amendments implement a schedule of actions contained in the approved Housing Element pursuant to Government Code Section 65583 and do not allow the construction of a distribution center, or oil and gas infrastructure. Therefore, the proposed amendments are statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.085(a).

## ALTERNATIVES

The Planning Commission has the following alternatives:

1. **Recommend City Council approval with modifications.** The Planning Commission may recommend approval with modifications to the proposed amendments the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element of the City's General Plan to add two Housing Element Opportunity Sites provided that the revisions are internally consistent and consistent with the General Plan and State law.

2. **Continue the Resolution review to a date certain.** The Planning Commission may continue the item to a date certain with direction for staff to return with additional information, changes and/or clarifications for Planning Commission consideration.

## PUBLIC NOTICE

Pursuant to California Government Code Section 65854 (amended by Assembly Bill 2904 in 2025) public notification for amending the Zoning Map and Zoning Code has been completed no less than 10 days prior to the date of the public hearing:

1. On-site posting. A public notice was posted at City Hall and on the City's website on February 13, 2026.

2. Newspaper publication. A public notice was published in the Daily Pilot newspaper on January 13, 2026.

Additionally, information about the meeting and associated actions was distributed via email to the project interest list on February 17, 2025 and February 20, 2025.

Finally, City staff have been in continuous contact with the property owners that made requests to be added or removed from the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element. These properties owners have been notified of the public hearing via telephone, email, and received a hard copy notice of the public hearing in the mail.

## CONCLUSION/NEXT STEPS

At an upcoming hearing, the City Council will consider the aforementioned Housing Element amendment to add/remove sites as well as the Planning Commission's recommendation from their February 9, 2026 hearing to amending the Zoning Map and Zoning Code to apply the MUOD to Housing Element Opportunity Sites, streamlining application processing, updating definitions, the Land Use Matrix, specific residential parking standards, and regulations related to motel conversions, reasonable accommodation, group homes, and emergency shelters, as well as amending the North Costa Mesa Specific Plan for consistency. Following City Council action on these amendments, staff will be initiating a Housing Element update to increase housing capacity and/or identify additional sites necessary to maintain capacity for RHNA and 15-20 percent buffer.

Other important next steps for the NWWAB effort include conducting additional public outreach during the first week of March 2026 and continuing the analysis of potential impacts on the environment through the Environmental Impact Report process. Staff will continue to update the Planning Commission and community on project progress through the project website, www.costamesaneighborhoods.com, emails to the interest list, and study sessions.

## ATTACHMENTS

Attachment 1 Draft Planning Commission Resolution Recommending Amendments to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element of the City's General Plan

Attachment 2 Letters from property owners requesting to be added or removed from the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element

Attachment 3 Strikethrough format of the proposed targeted amendments to the City of Costa Mesa Sixth Cycle (2021-2029) Housing Element

Attachment 4 Revised Map of Measure K Sites and Housing Element Opportunity Sites

Attachment 5 Proposed sites to be added and removed from the Housing Element Sites Inventory

**RESOLUTION NO. PC-2026-**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AMENDMENTS TO THE SIXTH CYCLE HOUSING ELEMENT (2021-2029) OF THE CITY'S GENERAL PLAN IN CONNECTION WITH THE HOUSING ELEMENT SITES REZONING (PCTY-25-0008 AND PSPA-26-0001) TO ADD AND REMOVE CERTAIN HOUSING ELEMENT OPPORTUNITY SITES (PCTY-26-0001)**

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA, FINDS AND DECLARES AS FOLLOWS:

WHEREAS, the City of Costa Mesa is processing a focused amendment to the Housing Element of the City's General Plan to remove and replace specific Housing Element Opportunity Sites at the request of the respective property owners;

WHEREAS, under California law, every city must adopt a general plan, which must include specified mandatory elements, and may include additional optional elements, in furtherance of State policy to provide a comprehensive, long-term plan for the physical development and use of property within the City's jurisdiction;

WHEREAS, pursuant to Government Code Section 65350 et. seq., this Housing Element Update constitutes a General Plan Amendment;

WHEREAS, the City's Sixth Cycle (2021-2029) Housing Element was adopted by the Costa Mesa City Council on February 1, 2022, by Resolution No. 2022-06 and amendments adopted on November 15, 2022, by Resolution No. 2022-67, and was revised as recently as March 1, 2023, to incorporate non-substantive changes as directed by the City Council;

WHEREAS, the Planning Commission finds that the removal of 17 Housing Element Opportunity Sites and addition of two sites--both within the boundary of Measure K--to the Housing Element Candidate Sites Analysis at the request of the respective property owners, would not significantly impact any agency or special district within or abutting the City of Costa Mesa and does not constitute a major amendment to the General Plan within the meaning of Government Code Section 65352;

WHEREAS, this amendment to the Housing Element is necessary to remove 17 properties that the property owners have identified as no longer available for residential development in a manner that is suitable to meet the Regional Housing Needs Allocation,

and add two properties in support of reducing the loss of sites capacity at the request of the property owners;

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;

WHEREAS, pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15162, staff reviewed the previously adopted Mitigated Negative Declaration for the Sixth Cycle Housing Element and determined that a subsequent Environmental Impact Report (EIR) or a Negative Declaration (ND) is not required for the update to the City of Costa Mesa Housing Element that would reduce development capacity. The action to add/remove Housing Element sites falls within the capacity studied under this MND and MMRP. Additionally, on July 1, 2025, a new statutory CEQA exemption, known as SB 131 or Public Resources Code Section 21080.085(a), went into effect, providing a CEQA exemption for actions needed to implement Housing Elements, including implementation of Program 3A, which requires the City to continue to maintain an inventory of sites to meet RHNA. The City's proposed amendments implement a schedule of actions contained in the approved Housing Element pursuant to Government Code Section 65583 and do not allow the construction of a distribution center, or oil and gas infrastructure. Therefore, the proposed amendments are statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.085(a). As such, additional environmental review is not required for this amendment to the Housing Element.

WHEREAS, the CEQA environmental determination for this project reflects the independent judgement of the City of Costa Mesa.

NOW, THEREFORE, based on the evidence in the record, the Planning Commission, in its independent judgment and after fully considering alternatives, testimony and evidence presented at the public hearing hereby, RECOMMENDS APPROVAL of the General Plan Amendments to the Housing Element of the City's General Plan incorporated herein as Exhibit A.

BE IT FURTHER RESOLVED that the Costa Mesa Planning Commission does hereby find and determine that adoption of this Resolution is expressly predicated upon

the activity as described in the staff report, and compliance of 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 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- 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:

NOES:

ABSENT:

ABSTAIN:

Carrie Tai, Secretary
Costa Mesa Planning Commission

EXHIBIT A

# Appendix B

*Sites Analysis (text updates to add two sites and remove 17 sites; a comprehensive update to be conducted following a No Net Loss analysis later in 2026)*

# A. Candidate Sites Analysis Overview

The Housing Element is required to identify potential candidate housing sites by income category to meet the City's RHNA Allocation. The sites identified within the Housing Element represent the City of Costa Mesa's ability to plan for housing at the designated income levels within the 6th housing cycle planning period (2021-2029). As described in this appendix, the development capacity for each site depends largely on its location within the City, a specific plan or urban plan area as well as known development factors. Where possible, property owners were consulted to help the City better understand potential future housing growth on candidate housing sites within the City.

This appendix contains **Table B-5**, which identifies each candidate housing site within Costa Mesa's sites inventory. The sites are identified by assessor parcel number (APN) as well as a unique identifier used to track sites within the inventory. Additionally, the following information is provided for each parcel.

- Address
- Ownership
- Zoning (including Specific Plan areas, Urban Plans, and Overlays, if applicable)
- Size (Net developable acres removing known development constraints)
- Density
- Vacancy status
- Previous Housing Element identification
- Potential Development Capacity (Dwelling Units) by income category
- Description of existing use

A summary of this information is included within the Housing Resources section **(Chapter 3)** of Costa Mesa's 2021-2029 Housing Element.

**Table B-1** shows the City's 2021-2029 RHNA need by income category as well as a summary of the sites identified to meet that need. The analysis within this appendix shows that the City of Costa Mesa has the capacity to meet their 2021-2029 RHNA allocation through a variety of methods, including:

- Identification of development capacity on sites which either currently permit or will be rezoned to permit development of residential uses at or above 30 dwelling units per acre
- Identification of City owned properties suitable for the development of housing
- Future development of accessory dwelling units (ADUs)

| Table B-1: Summary of RHNA Status and Sites Inventory (to be comprehensively updated following a No Net Loss analysis later in 2026) | | | | | |
|---|---|---|---|---|---|
| | Very Low Income* | Low Income | Moderate Income* | Above Moderate Income | Total |
| RHNA (2021-2029) | 2,919 | 1,794 | 2,088 | 4,959 | 11,760 |
| Units Constructed in Projection Period (Begins June 30, 2021) | 3 | 19 | 9 | 8 | 39 |
| Remaining Unmet RHNA | 2,916 | 1,775 | 2,079 | 4,951 | 11,721 |
| **Large Sites** | | | | | |
| Fairview Developmental Center | 575 | 345 | 690 | 690 | 2,300 |
| Sakioka Lot 2 | 120 | 60 | 120 | 900 | 1,200 |
| Senior Center Housing Project | 40 | 20 | 0 | 0 | 60 |
| Pacific Arts Plaza and Town Center | 53 | 27 | 53 | 402 | 535 |
| **Total Potential Capacity - Large Sites** | -- | -- | -- | -- | -- |
| **Overlays, Specific Plans, and Urban Plans** | | | | | |
| North Costa Mesa Specific Plan | -- | -- | -- | -- | -- |
| SoBECA Urban Plan | 128 | 70 | 141 | 383 | 732 |
| Mesa West Bluff Urban Plan | 195 | 109 | 208 | 555 | 1,071 |
| 19 West Urban Plan | 115 | 64 | 123 | 335 | 640 |
| Harbor Mixed Use Overlay | 270 | 151 | 286 | 778 | 1,485 |
| **Total Potential Capacity - Overlays, Specific Plans, and Urban Plans** | -- | -- | -- | -- | -- |
| **Projected ADU Construction** | | | | | |
| Projected ADU Construction | 97 | 168 | 117 | 8 | 391 |
| **Sites Inventory Total** | | | | | |
| Total Units towards RHNA | -- | -- | -- | -- | -- |
| Total Capacity Over RHNA Categories | -- | -- | -- | -- | -- |
| *The City's Extremely Low Income (ELI) housing need is assumed to be 50% of the very low RHNA need for the planning period. | | | | | |

## 1. Approved Projects and Projects in the Pipeline

### *Approved Projects since June 30, 2022*

As shown in **Table B-1**, the City of Costa Mesa has approved residential development projects since the start of the projection period for the 6th Cycle. The projection period is the time in which development activity can count towards meeting the City's 6th Cycle RHNA need. Cities within the Southern California Association of Governments (SCAG) region can begin taking credit for the 6th cycle for development that was approved on or after June 30th, 2021. **Table B-2** contains projects that received approvals during that timeframe.

| Table B-2: Units Permitted | | | | |
|---|---|---|---|---|
| Address | Building Permit Number | Date Issued | Type | Income Category |
| 900 W 20th Street | BC21-00060 | 7/6/2021 | ADU | Low |
| 2994 Croftdon Street, Unit B | BC21-00123 | 7/7/2021 | ADU | Moderate |
| 1850 Paros Circle | BC20-00583 | 7/7/2021 | ADU | Moderate |
| 230 Sherwood Place, Unit B | BC20-00469 | 7/12/2021 | ADU | Low |
| 257 Knox Place | BC21-00228 | 7/16/2021 | ADU | Moderate |
| 2175 Tustin Avenue, Unit C | BC21-00121 | 7/20/2021 | ADU | Low |
| 2545 Westminster Avenue, Unit B | BC21-00225 | 7/20/2021 | ADU | Low |
| 281 E 20th Street | BC20-00376 | 7/27/2021 | SFR | Above Moderate |
| 281 E 20th Street, Unit B | BC20-00376 | 7/27/2021 | ADU | Low |
| 118 Magnolia Street, Unit B | BC21-00261 | 8/11/2021 | ADU | Low |
| 382 Ramona Way, Unit B | BC21-00110 | 8/11/2021 | ADU | Low |
| 700 W 20th Street, Unit D | BC21-00296 | 8/12/2021 | ADU | Very Low |
| 482 E 20th Street, Unit A | BC21-00321 | 8/13/2021 | ADU | Low |
| 2049 Monrovia Avenue, Unit B | BC21-00113 | 8/31/2021 | ADU | Moderate |
| 536 Caleigh Lane | BC19-00957 | 9/8/2021 | SFR | Above Moderate |
| 324 Costa Mesa Street, Unit B | BC20-00578 | 9/20/2021 | ADU | Low |
| 227 Mesa Drive, Unit B | BC21-00140 | 9/22/2021 | ADU | Moderate |
| 330 Ogle Street, Unit B | BC21-00355 | 9/27/2021 | ADU | Low |
| 379 E 19th Street, Unit B | BC21-00190 | 9/28/2021 | ADU | Low |
| 861 Joann Street, Unit B | BC21-00269 | 9/28/2021 | ADU | Moderate |
| 1951 Rosemary Place | BC20-00111 | 9/28/2021 | SFR | Above Moderate |
| 1951 Rosemary Place, Unit B | BC20-00111 | 9/28/2021 | ADU | Moderate |
| 1939 Continental Avenue, Unit B | BC21-00166 | 10/5/2021 | ADU | Very Low |
| 1984 Orange Avenue | BC21-00461 | 10/13/2021 | ADU | Moderate |
| 2510 Carnegie Avenue | BC21-00339 | 10/14/2021 | ADU | Low |
| 974 Linden Place | BC21-00137 | 10/14/2021 | ADU | Very Low |
| 2687 Elden Avenue, Unit B | BC21-00530 | 10/18/2021 | ADU | Low |
| 320 Colleen Place | BC21-00334 | 11/5/2021 | SFR | Above Moderate |
| 320 Colleen Place, Unit B | BC21-00333 | 11/5/2021 | ADU | Low |

| Table B-2: Units Permitted | | | | |
|---|---|---|---|---|
| Address | Building Permit Number | Date Issued | Type | Income Category |
| 3078 Roanoke Lane, Unit B | BC21-00265 | 11/5/2021 | ADU | Moderate |
| 246 Cecil Place | BC21-00293 | 11/16/2021 | SFR | Above Moderate |
| 2014 Maple Avenue, Unit 108 | BC21-00534 | 11/22/2021 | ADU | Low |
| 2014 Maple Avenue, Unit 109 | BC21-00535 | 11/22/2021 | ADU | Low |
| 466 E 18th Street, Unit B | BC21-00408 | 11/23/2021 | ADU | Low |
| 257 Flower Street | BC21-00644 | 12/3/2021 | SFR | Above Moderate |
| 2458 Norse Avenue | BC21-00626 | 12/3/2021 | SFR | Above Moderate |
| 2845 Ellesmere Avenue, Unit B | BC21-00341 | 12/7/2021 | ADU | Low |
| 473 Ogle Street | BC21-00694 | 12/14/2021 | SFR | Above Moderate |
| 363 Rochester Street | BC21-00625 | 12/20/2021 | ADU | Low |

## *Projects in the Pipeline*

Development projects that are in the planning process but have not received land use approvals or building permit are considered "in the pipeline." For applications submitted for a land use approval, projects are considered "pending" until the necessary land use approvals are issued, at which point a project is deemed "approved." Once a building permit is issued, the project is identified as "building permit issued." When project construction is completed, and all necessary building safety inspections have been completed a certificate of occupancy or "final building permit" is issued.

Pursuant to the HCD Housing Element Site Inventory Guidebook Government Code Section 65583.2, for projects yet to receive their certificate of occupancy or final building permit, the element must demonstrate that the project is expected to be built within the planning period. The City believes that many of these "in the pipeline" housing units are likely to be developed within the planning period and could further the City's efforts in reaching its required RHNA, if/once developed. Although "projects in the pipeline" are not included as "candidate housing sites", they represent opportunities for future housing construction in Costa Mesa within the planning period. If/when these housing units are built, the units will count toward achieving the City's RHNA allocation as mandated by State law.

The below summary includes housing projects at various planning/development stages, and consist of potential housing developments of various sizes, types and housing affordability ranges. The summary includes recent housing projects that have been submitted for land use approvals at this time but are not yet "approved"; projects that are "approved" but no building permits have been issued or applied for; and other housing projects that City staff is working on in partnership with other entities or agencies to develop housing resources in the City.

- Senior Housing Project at the Senior Center (Jamboree Housing ENA) – On July 21, 2020, the City Council approved an Exclusive Negotiating Agreement (ENA) with Jamboree Housing Corporation in determining the feasibility, and potential terms, for the right to acquire a long-term leasehold interest in an approximately 0.90-acre portion of the parking lot at the Senior Center property to develop a senior housing project. The conceptual density study plans envisioned the potential for

60 senior affordable dwelling units at the site. An application for an Urban Master Plan Screening for the proposed project was submitted in November 2021 and staff continues to work with the applicant to bring the project forward for a decision.

- Urban Plan Screening Project (1711 & 1719 Pomona Avenue) – On November 16, 2021, the City Council considered an Urban Plan Screening of a Master Plan request for eight live/work units on a 0.46-acre lot. The proposed Master Plan includes a deviation request from the Urban Plan's live/work standards for minimum lot size. The urban planning screening process is the City's first stage of development review for projects proposed in mixed-use overlay districts. The Council generally supported the project's concept, including the request for a deviation from minimum lot size and provided the applicant guidance for the project proposal to include in a future application for Planning Commission consideration.
- Urban Plan Screening Project (1540 Superior Avenue) – On January 18, 2022, the City Council is scheduled to consider an Urban Plan Screening request for nine live/work units on a 0.44-acre lot. The Urban Plan screening process is the City's first stage of development review for projects proposed in mixed-use overlay districts. After the City Council screening, the applicant will use the City Council's guidance to include in a future application for Planning Commission consideration.
- One Metro West (1683 Sunflower Avenue) – The proposed project is a mixed-use development and consists of residential, specialty retail, creative office, and recreational uses. The project is proposed to include up to 1,057 dwelling units (anticipated to be rental units), 25,000 square feet of commercial creative office, 6,000 square feet of specialty retail, and 1.5-acres of public open space. The proposed development includes three multi-family residential structures with a maximum building height of seven stories; one stand-alone office building up to four stories in height; tenant-serving commercial retail space integrated into one of the residential structures; open space; landscaping; streetscape improvements; and a Class-I bike trail system on Sunflower Avenue providing access to the Santa Ana River Trail. The project was approved by City Council in 2021. The project includes 10 percent (106 units) of the residential development project component to be affordable (67 very low income units and 39 low income units) for 40 years. The proposed Project is subject to Measure Y, as codified in Article 22, Chapter IX of Title 13 (Zoning) of the Costa Mesa Municipal Code. Pursuant to Measure Y, after final approval by the City Council, including all CEQA review, the voters must then approve the Project.
- Costa Mesa Village (2540 Newport Boulevard) – Costa Mesa Village is an existing 97-unit SRO/efficiency development which was redeveloped many years ago from an existing motel. An application to update and amend the original entitlement (which allowed for the conversion of the former motel into an SRO/efficiency unit development) was submitted in November of 2021. The intent of the Conditional Use Permit amendment is to modify and update the conditions of the original entitlement while adhering to the City of Costa Mesa's recent SRO policy. The update will include revisions to enhance project housing and social services to qualified low-income individuals and persons with disabilities. Up to 23 of the 97 housing units are anticipated to be supported by Section a 811 subsidy administered by the California Housing Finance Agency (CalHFA) for persons with developmental disabilities, with the remaining units to continue as affordable housing units for individuals living/working in the City of Costa Mesa. The project is expected to be heard by the Planning Commission on January 24, 2022, with the final decision by the City Council thereafter.
- Project Homekey – On November 16, 2021, the City Council directed staff to collaborate with the County of Orange and associated development partners to submit application(s) for the Homekey Program grant funding for the acquisition, rehabilitation and conversion of one or two motel locations proposed for permanent supportive housing. City staff have been working with several existing motel owners of properties that range between approximately 40 to 90 units. The

proposals will provide direct permanent supportive housing with funding from the City of Costa Mesa, the County and (if awarded) Homekey grant funds from the State. The target population for these units would include at risk or currently homeless individuals and seniors, age 62 and over, and chronic homeless individuals and couples, with a subset of the units for eligible persons that qualify for Mental Health Services Act (MHSA) programs. Because the City operates the 72 bed Bridge Shelter on Airway Avenue, the Homekey Program could provide a seamless opportunity to stabilize this most vulnerable population where supportive services are provided on site, in the expedited Homekey permanent supportive housing model.

- The Plant (765-767 Baker Street and 2972 Century Place) – This project consists of the proposed renovation of three existing commercial buildings (containing the former Car Mart and Plant Stand) totaling 19,100 square feet, for retail and restaurant uses surrounding a central courtyard area. In addition, new buildings are proposed consisting of two greenhouse structures which will contain food stall uses, and a four-story mixed-use building with 48 residential units, 14 live/work units, and 2,570 square feet of workshop/maker office space above a two-level parking structure. This project was approved by the City Council in 2019.
- Families Forward (Pomona Avenue) – Families Forward, founded in 1984, is committed to preventing and ending family homelessness in Orange County. Families Forward has acquired and is working on plans to rehabilitate and expand a multi-family property on Pomona Avenue. At completion, the project will include the interior and exterior renovation of the existing 6 units and the addition of 2 new accessory dwelling units that will collectively house 8 families at risk of, or experiencing, homelessness. Families Forward has submitted preliminary plans to the City and are working to advance construction plans which are expected to be submitted to the City for expedited review in January 2022. The project will be owned and operated by Families Forward but is being constructed as a collaboration between Families Forward and HomeAid of Orange County. Families Forward will provide wrap-around services to low- to moderate-income family residents and provide a case manager, housing resource specialist, and other professionals to build a plan toward self-sufficiency. The families will also receive supportive services such as counseling, career coaching and access to our food pantry.

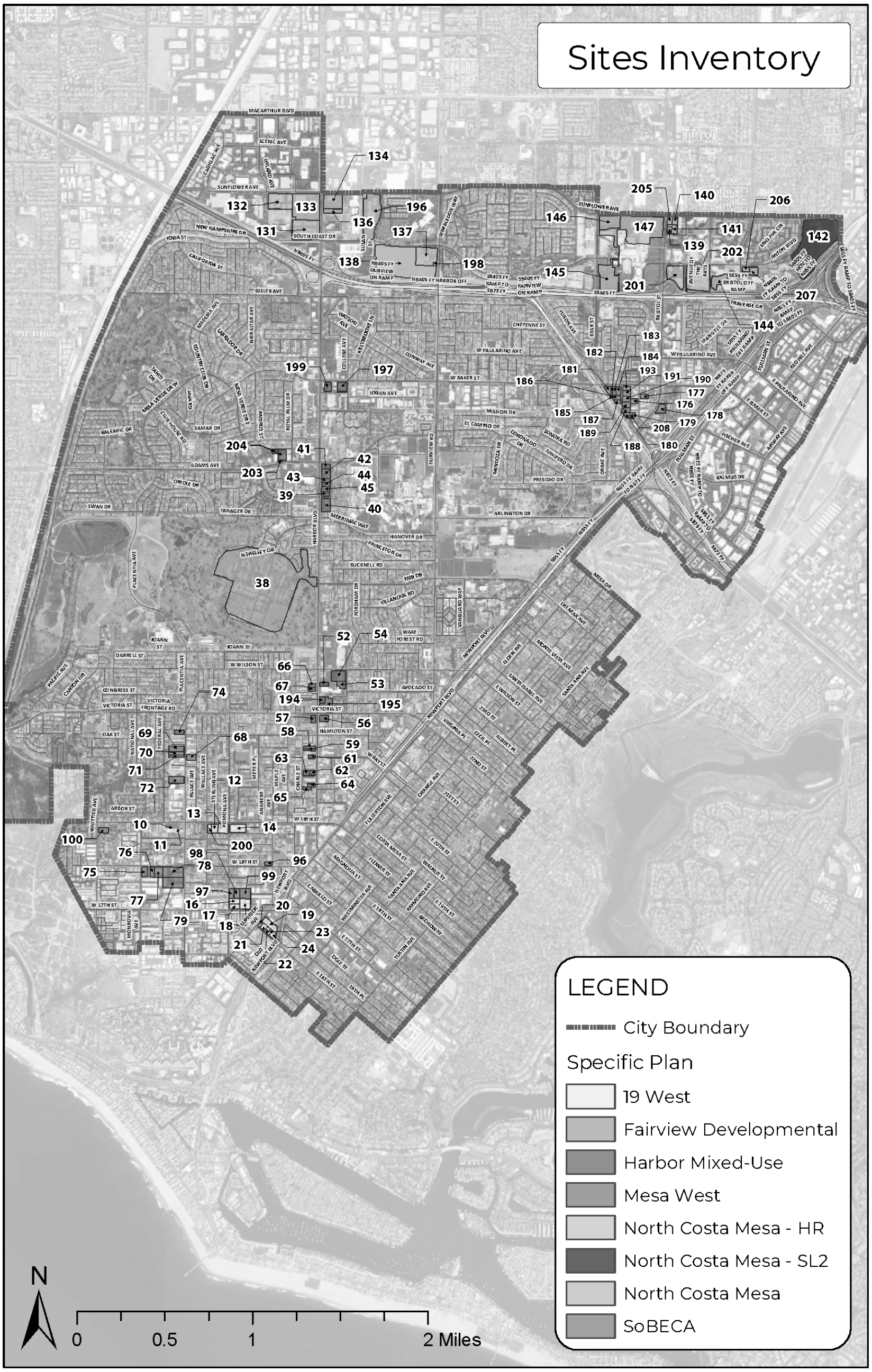
  In 2020, Families Forward helped house and bring an end to homelessness for 15 Costa Mesa families (49 adults and children), with 33 Costa Mesa families accessing the Families Forward food pantry and taking another step towards stability. When complete, the Pomona project will serve as an entry point for families in and near Costa Mesa. Also, on November 17, 2020, the City Council approved a Subrecipient Agreement with Families Forward to establish a Tenant Based Rental Assistance (TBRA) program to assist qualified, very low-income households who are current residents of Costa Mesa (or households with strong community ties to Costa Mesa).

For a variety of reasons, not all projects in the pipeline complete the planning approval or building permit process and are built and occupied. However, these projects provide an indication of what future housing construction may include within the Housing Element planning period. As indicated above, City staff will continue to work with the aforementioned project applicants and other City housing efforts to reach the City's goals.

Figure B-1: Map of Candidate Housing Sites (All Income Categories)*

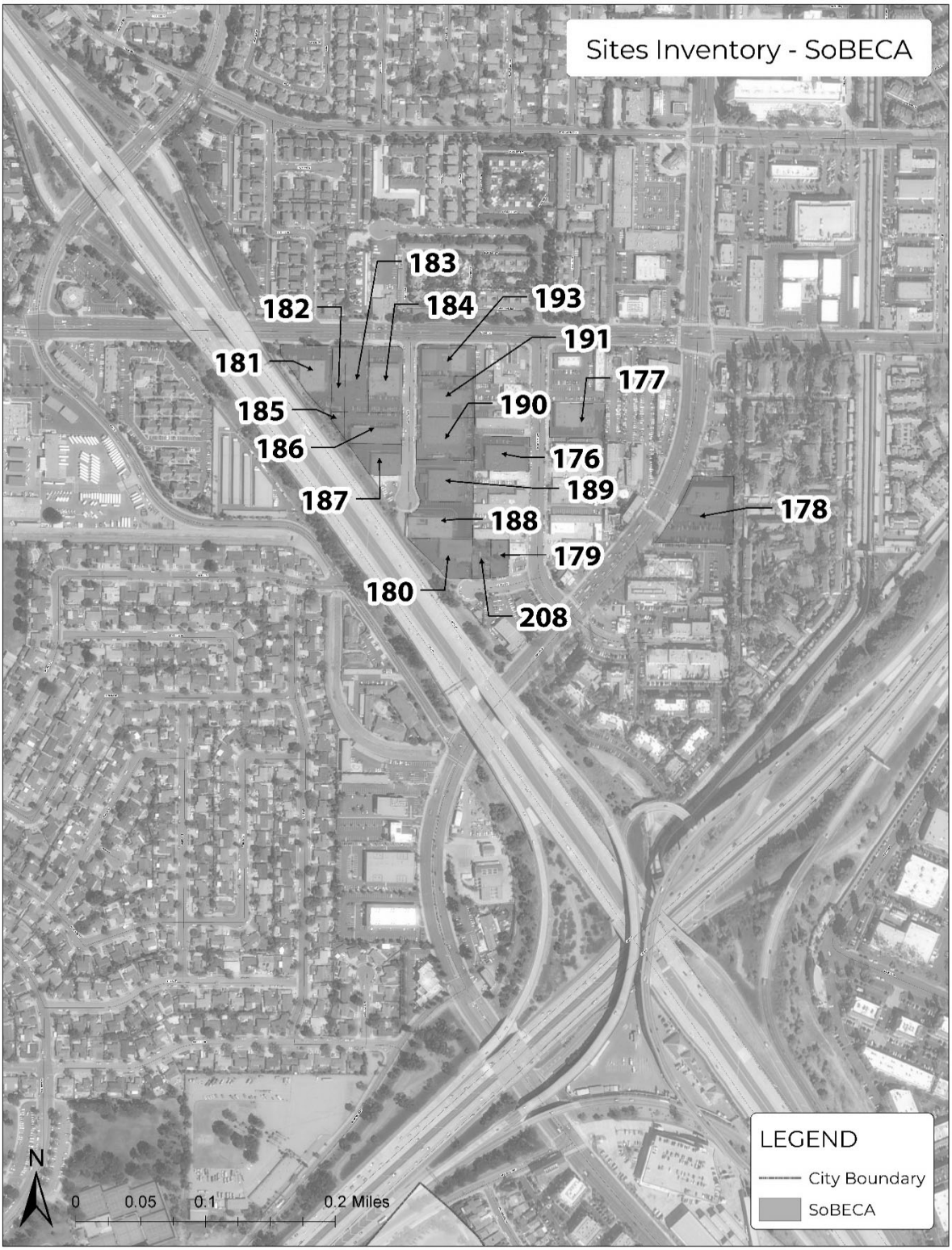
*Comprehensive Sites Inventory map update to be conducted following a No Net Loss analysis later in 2026.

Figure B-2: Map of Candidate Housing Sites (By Zoning)*




*Comprehensive Sites Inventory Zoning map update to be conducted following a No Net Loss analysis later in 2026.

Figure B-2: Map of Candidate Housing Sites (SoBECA Focus)



## 2. Selection of Sites

The City of Costa Mesa has identified sites with capacity to accommodate the 2021-2029 RHNA. The City has identified parcels within a variety of different zones, specific plan areas, urban plans, and overlays. Each of these either currently permit residential development or will be amended per Programs 3B and 3C to permit residential development at the densities specified in Table B-5. The identified sites have been evaluated to determine the extent to which on-site uses are likely to redevelop within the planning period. It was found that a number of the existing uses (identified in Table B-5) are either permanently closed or available for lease. Many of the uses are in multi-tenant commercial centers with one ownership and most show little to no evidence of recent investment or redevelopment.

The City does not have access to most leasing information as these are generally private documents but has conducted an analysis to identify sites that show characteristics indicating they are likely to redevelop within the planning period. When possible, the City had discussions with property owners to determine interest in redevelopment for residential uses. The analysis also includes several letters of potential residential development interest in Appendix A.

### *Community Input on Sites Selection*

Community input was an important component of the sites identification and selection process. The City conducted multiple public outreach meetings, including district specific meetings where community members gave input on areas of importance within their district. This information was collected as notes on maps of each district and can be found in Appendix C. Community members also provided feedback on potential housing development types and focus areas on the online community survey. Additionally, draft versions of the sites inventory were discussed at both Planning Commission and City Council study sessions, with decision makers providing input and community members able to make public comments.

Lastly, the City held discussions with major property owners within the City to better understand their long-range plans for development of the properties under their ownership. The City used these discussions to more accurately determine potential unit yield and affordability assumptions for some of the identified candidate housing sites. Additional information is provided for specific properties in Table B-5.

## 3. Redevelopment of Non-Vacant Sites for Residential Uses

The City of Costa Mesa does not have sufficient vacant land available to accommodate fifty percent of their low/very-low income RHNA. To accommodate the need at all income levels, the City has analyzed sites within non-residentially zoned areas that permit residential development through Specific Plans, Urban Plans, or Overlays. The City also evaluated and included parcels not currently within Urban Plans which will be added when those Urban Plans are amended as part of Programs 3B and 3C.

As the City cannot accommodate 50 percent of the low/very low income RHNA, state law requires that the City analyze the following:

- Analysis of leases that would prevent redevelopment of the site,
- The extent to which existing uses may constitute an impediment to the future residential development within the planning period,
- The City's past experience with converting existing uses to higher density residential uses,

- Current market demand for the existing use,
- Development trends and market conditions, and
- Regulatory or other incentives to encourage redevelopment.

### *Lease Analysis*

Existing lease agreements on infill and non-vacant properties present a potential impediment that may prevent residential development within the planning period. State law requires the City to consider lease terms in evaluating the use of non-vacant sites, however the City does not have access to private lease agreements or other contractual agreements amongst parties because they are private documents. Therefore, the City has conducted an analysis to identify sites that show characteristics indicating they are likely to redevelop within the planning period, including past performance, an on-the ground existing use analysis and a market analysis to understand cost of land, construction, and development trends in Costa Mesa.

### *Experience Developing Non-Vacant Sites for Residential Uses*

As part of the candidate housing sites analysis, the City has evaluated recent projects that have redeveloped within non-residentially zoned areas that included residential units. Those projects, including the zoning, use prior to redevelopment, and a project analysis of the approved development plan, are shown in Table B-3. The City's analysis showed that prior uses on these redeveloped sites were similar in nature to the existing uses on sites identified within the sites inventory in Table B-6. Based on the information provided in Table B-3, the City has created a classification system for sites with characteristics that are applicable to the candidate sites inventory. The intent of this classification system is to draw parallels from past development and local knowledge and trends in development to the potential future development of the candidate housing sites identified. These classifications are based in real past development that has occurred within the City and while some comparisons may not be an exact match for the sites identified, they show a strong correlation with the understanding that every parcel is unique in terms of site characteristics, existing use, ownership, and other factors which can affect future development. The development classes are generally defined as:

- **Development Class A:** Uses on these sites prior to redevelopment included either light industrial or office type uses. These are areas that previously served commercial or office businesses and have redeveloped throughout the city based on property owner interest and market trends. This also includes uses within the SoBECA Urban Plan area.
- Development Class B: Uses on these sites prior to redevelopment included self-storage, vehicle storage, and industrial uses. Many of these sites are located within the Mesa West or 19 West Urban Plan areas which covers a large portion of the industrial areas within the City.
- Development Class C: Uses on these sites prior to redevelopment included primarily commercial uses along Harbor Boulevard or another major city commercial corridor. These projects are typically in a mixed-use setting, whether within the same development or directly adjacent. Many of these sites are within the Harbor Mixed-Use Urban Plan area.
- Development Class D: These sites are motel conversions within the City. The City is continuing to pursue Project Homekey funds to encourage redevelopment of specific motels within the City in coordination with property owners and operators of these buildings.
- EX: Existing proposed project or anticipated project.

The City has also conducted a parcel specific analysis of existing uses for each of the identified sites. This analysis of existing uses, including indicators of a likelihood that the existing use will redevelop within the next eight years, are provided in Table B-6. This analysis is based on information readily available to the City and research that can be found through online research. The City does not always have access to private lease information but has included information that property owners have shared regarding individual sites.

The following residential development projects have been constructed on parcels that were either non-residentially zoned or had an existing non-residential use on-site within Costa Mesa.

Table B-3: Example Development of Non-Vacant Sites for Residential Uses

| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
|---|---|---|---|---|---|
| 125 Baker St. | 240 | PDR - HD | Industrial use | This development is a 240-unit wrap apartment complex on a 4.2-acre parcel in a largely industrial and office area of Costa Mesa. The project was built at a density of approximately 57 du/ac. The site was previously a light industrial and office uses use similar to some of the identified candidate housing sites. The project was rezoned from CL to PDR-HD. | A |
| 1957 Newport Blvd. | 38 | PDR - HD | Self-storage use and trailer storage lot | This development is a 38-unit condominium project along the Newport Blvd commercial corridor. The site was previously a self-storage and trailer storage use similar to some of the identified candidate housing sites. The project was rezoned from C1 to PDR-HD. | B |
| 2277 Harbor Blvd. | 200 | PDR - HD | Motel use | This development is a 200-unit apartment complex on a previous motel use site. This development is located on Harbor Boulevard and shares many existing characteristics with sites identified within this corridor in the candidate sites inventory. The project was rezoned from C1 to PDR-HD. | D |
| 671 W. 17th St. | 177 | MG | Brownfield development (Argotech Industries) | This development is 177 live/work and loft residential units and was developed on a site that was previously largely surface parking area. This site is in the Mesa West Urban Plan area and adjacent to some of the sites identified within the candidate housing sites analysis. This project also shares many existing use characteristics with those identified sites. | B |
| 1620 and 1644 | 89 | MG | Industrial use (Ametek | This development is 89 live/work residential units on a former industrial use site in the | B |

| Table B-3: Example Development of Non-Vacant Sites for Residential Uses | | | | | |
|---|---|---|---|---|---|
| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
| Whittier Ave. | | | Aerospace and Defense) | Mesa West Bluffs Urban Plan area. Similar to 671 W. 17th Street, this site shares many geographic and existing use characteristics with sites identified in the candidate housing sites analysis. | |
| 1500 Mesa Verde Drive East | 215 | PDC | Vacant commercial area | This development is 215 senior apartments developed at four stories along Harbor Boulevard directly adjacent to existing commercial uses. This project is an example of the types of horizontal mixed-use projects that the City anticipates may develop along Harbor Boulevard and matches assumptions made in the Housing Element. | C |
| 1527 Newport Boulevard | 40 | C2 & MG | Industrial uses, including boat and automobile repair | This development is 40 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 132, 134, 140 Industrial Way | 22 | C2 & MG | Industrial uses, including boat and automobile repair | This development is 22 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 1677-1985 Superior Avenue | 49 | C2 & MG | Gas station and a mixture of commercial and industrial uses. | This development is 49 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 2025 Placentia Avenue | 36 | MG | Commercial and industrial uses, including storage and repair for boats | This development is 36 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the Mesa West Bluffs Urban Plan area along Placentia Avenue and previous uses are consistent with sites identified within the sites inventory. | B |
| 2095 Harbor Boulevard | 29 | PDC | Commercial buildings and gas station which had been vacant for several years. | This development is 28 single-family homes with live/work potential, including ground floor commercial/office workspaces and two stories above for residential. This development is in the Harbor Mixed Use Urban Plan area along Harbor Avenue and | C |

| Table B-3: Example Development of Non-Vacant Sites for Residential Uses | | | | | |
|---|---|---|---|---|---|
| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
| | | | | previous uses are consistent with sites identified within the sites inventory. | |
| 1672 Placentia Avenue | 32 | MG | Boat yard and industrial building | This development is 32 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the Mesa West Bluffs Urban Plan area along Placentia Avenue and previous uses are consistent with sites identified within the sites inventory. | B |

This analysis of recent sample development projects shows that residential development occurs within the City on sites that have existing non-residential uses. As indicated in the analysis notes, these example sites share many characteristics with the candidate housing sites in **Table B-6.** This demonstrates that there is development potential on these sites as well as interest in developing these types of sites for residential uses within Costa Mesa.

### *Existing Uses on Candidate Sites and Redevelopment Opportunity*

The City has identified and analyzed existing use on candidate sites in **Table B-6** below. As the City is a built-out community, consisting mainly of commercial retail, industrial and single-family housing, a primary goal was to identify sites compatible for the development of multifamily and mixed-use housing as well as not displace existing residents. Therefore, the City identified the best possible sites with the most feasible opportunity for redevelopment over the next 8 years.

### *Housing Market Analysis*

In addition to an on-the-ground existing use analysis, the City of Costa Mesa has market conditions to facilitate the redevelopment of non-vacant sites for residential. **Table B-3** above shows that a total of 1,167 dwelling units have been constructed through redevelopment in the City. Additionally, a California Association of Realtors report for Historic Housing trends shows that the average time a unit spends on the market in Orange County is just 18.6 days in the last four years (2017-2021) and just 13.3 days in the last two years.[1] Specifically in Costa mesa, homes spent just over one month on market and the sale-to-list price ratio was 100.14%, indicating a sellers' market and the need for more housing.[2] According to the New Homes Directory (online resource), historical Housing Market data, the average price for an attached unit, 1,500 square feet or less, increased by 48 percent over the last planning cycle ($434,87 in 2014 to $645,000 in 2021).[3]

[1] Median time on Market of Existing Detached Homes, Historical Data, California Association of Realtors (CAR), Accessed online: December 9, 2021. https://www.car.org/marketdata/data

[2] Realtor.com, Housing Market Summary, Costa Mesa. Accessed Online: December 9, 2021. https://www.realtor.com/realestateandhomes-search/Costa-Mesa_CA/overview

[3] New Homes Directory.com, Historical Housing Report in Costa Mesa, Accessed Online: December 9, 2021. https://www.newhomesdirectory.com/California/Costa_Mesa/historical-housing-report

Additionally, the according to the CAR Current Sales and Price Statistical Survey, the median cost of a home for sale in Orange County increased by 20 percent from 2020-2021 (from $930,000 in October 2020 to $1,120,000 in October 2021).[4] The indicators above signify an increased market demand for new housing.

## 4. Development of Small Site Parcels

The City of Costa Mesa has identified several candidate housing sites that are smaller than half an acre in size. Assembly Bill 1397 identifies general size requirements for candidate housing sites of greater than half an acre and less than 10 acres in size. The City has only identified sites smaller than half an acre which show the likelihood of redeveloping in conjunction with other parcels which collectively meet the half acre requirement or where the property owner/developer has provided a draft development proposal to the City. The likelihood of redevelopment was based primarily on common ownership amongst adjacent parcels which share a property line. In most instances, these parcels are currently developed as a single use and it is reasonable to anticipate that the collection of parcels will redevelop as one new development to maximize efficiency and design of the new use. Candidate sites less than half an acre in size represent a small portion of the City's overall RHNA need.

The potential candidate sites which are anticipated to be consolidated into a single development are identified within Table B-6.

The candidate sites that are smaller than half an acre are shown in Table B-4 below along with descriptions of their likelihood to redevelop that go beyond the descriptions in Table B-6.

[4] Current Sales and Price Statistics, California Association of Realtors (CAR), Accessed online: December 9, 2021. https://www.car.org/marketdata/data

| Table B-4: Analysis of Candidate Housing Sites Under 0.5 acres | | | | | |
|---|---|---|---|---|---|
| APN | Unique ID | Address | Specific Plan/Urban Plan Area | Size (Ac) | Use Description |
| 418-181-11 | 210 | Bristol St. (to be assigned) | N/A | 0.43 | The subject property is a surface parking lot. The property owner/developer provided a pre-application and rezoning application for a 10-unit residential development project. In February 2026, the property owner/developer requested to have the site added to the Housing Element. |
| 42543103 | 20 | 1666 Superior Ave | 19 West | 0.29 | These are all adjacent parcels in a contiguous block bounded by E 16th Street, Superior Avenue, E 17th Street, and Newport Blvd. All parcels within this block have been identified as candidate housing sites and total 4.70 acres. Sites 22 and 23 are owned by the same property owner. The existing uses are all car-related industrial uses which are single-story.<br><br>As shown in **Table B-2**, the City worked with property owners of parcels along Industrial Way (Specifically 132, 134, and 140 Industrial Way, less than a quarter mile southwest of these identified parcels) to facilitate the development of residential uses on parcels previously occupied with the same types of uses as these three parcels (boat and auto repair uses). These parcels are located within the 19 West Urban Plan area and are permitted to develop in the same manner as the parcels along Industrial Way. |
| 42543105 | 22 | 126 E 16th St | 19 West | 0.42 | |
| 42543106 | 23 | 126 E 16th St | 19 West | 0.35 | |
| 41817101 | 208 | 754 Saint Clair St | SoBECA | 0.27 | These parcels are occupied by warehouse and light industrial uses within the SoBECA Urban Plan area. The SoBECA Urban Plan focuses on residential as a mixed-use component and promoting the development of residential in addition to the existing commercial anchors in the Mall and the Camp. The City has established Program 3D to update the Urban Plans within the City to focus more heavily on residential uses at the identified densities.<br><br>As identified in **Table B-2**, the City developed Baker Block on industrial parcels which previously occupied similar light industrial uses in a largely industrial corridor approximately one-third of a mile from the |
| 41817102 | 179 | 752 Saint Clair St | SoBECA | 0.26 | |
| 41820202 | 182 | 841 Baker St | SoBECA | 0.33 | |
| 41820205 | 185 | 2969 Century Pl | SoBECA | 0.09 | |

| Table B-4: Analysis of Candidate Housing Sites Under 0.5 acres | | | | | |
|---|---|---|---|---|---|
| APN | Unique ID | Address | Specific Plan/Urban Plan Area | Size (Ac) | Use Description |
| | | | | | SoBECA area. These uses have similar historical context and assumptions have been tied to this project and others as examples of redeveloping these types of uses for residential within industrial areas. |

Additionally, Policy LU-2.10 of the City of Costa Mesa's Land Use Element within the General Plan promotes lot consolidation of residential properties. While the sites identified in the table above are commercial in nature, the intent of the policy remains effective in consolidating smaller parcels towards the creation of a larger residential development.

## 5. Development of Large Site Parcels

The 2021-2029 sites inventory includes several sites that are larger than 10 acres. These sites exceed the AB1397 size requirement and require additional analysis. The following background and analysis relates to each site in the inventory that exceeds that inventory. The City has conducted meetings with each of these major property owners to determine their future interest in developing housing on the identified properties. These properties when developed pursuant to the densities included within this Housing Element would be subject to the City's inclusionary housing requirements which are in process and anticipated to be adopted per Program 2A. This supports the City's assumptions of affordability on the sites described below. The housing element also includes Program 3R which commits the City to take actions to promote the development of large parcels at the densities and affordability levels identified within the housing element. There are no unit caps within the City which would limit the number of units which can be developed on these sites. That is subject to the densities provided within the City's zoning code.

### *Fairview Developmental Center*

The Fairview Developmental Center (FDC) is a State-owned property that is approximately 109 acres in size and located on Harbor Boulevard within Costa Mesa. The FDC currently serves as one of the largest residential facilities for developmentally disabled persons in the State of California. The FDC was previously identified in the City's 5th cycle Housing Element (2013-2021) and the City has continued discussions with the State to determine the potential residential yield of the area taking into consideration the existing uses.

In January 2020, the Costa Mesa Fairview Developmental Center Ad Hoc Committee met to discuss potential development yields for the site. The Committee presented a report to the City Council which summarized its strategic engagement in the development of the local vision, priorities, and reasoning behind the stated preliminary vision of a solutions-based, housing-first model for the site. The Committee took into consideration the City's recent efforts to open a homeless shelter and identified opportunities for permanent supportive housing and integrated workforce housing within the City. Conceptual yield studies and draft plans have also been compiled for the property and helped to inform development capacity assumptions. There are no current development agreements or density caps on the property as residential uses are not currently permitted. The City will need to come to an agreement with the State of California

for future use of the site and then solicit input from the development community on potential entitlement, likely through a competitive bid process. The City is confident that there is significant interest in redeveloping the property once it becomes available based on informal discussions with developers during the housing element update process.

FDC was discussed multiple times in public workshops by local housing advocacy groups in support of residential uses on the site for primarily affordable housing developments and workforce housing. The City has established Program 3B to work with the State of California to establish the FDC area as a mixed-use village that prioritizes housing and promotes development at the densities and affordability levels identified within this housing element. As stated in Program 3B, the City envisions a two-year process to negotiate future residential development use on the site. If not established within two years, the City will identify additional sites to accommodate a potential shortfall in sites to accommodate the remaining RHNA.

The City's 6th Cycle analysis includes an assumption of 2,300 dwelling units broken down into the very low, low, moderate, and above moderate-income categories.

### *Sakioka Lot 2*

Sakioka Lot 2 is a 30.93-acre site located north of the 405 Freeway with General Plan Land Use designation that allows up to 660 residential units, 863,000 Square feet of office or retail use and a Floor Area Ratio of 1.0. The property is also located in the North Costa Mesa Specific Plan.

The site is currently under a development agreement (DA) that was recently extended for ten years until May of 2031. The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas. This development would occur pursuant to the new densities identified within the Housing Element, which may lead to the development of more units than currently established under the DA. The property owner and City could potentially amend the current DA or the property owner may develop outside of the DA but under the zoning requirements of the North Costa Mesa Specific Plan in order to achieve more than 660 residential units in the future. Therefore, the existing DA does not present a cap or restriction on the future number of potential units on the Sakioka Lot 2 parcel. Furthermore, there are not affordability caps within the current DA which would limit the number of units which may be affordable. The City's 6th Cycle analysis includes an assumption of 1,200 dwelling units broken down into the very low, low, moderate, and above moderate-income categories. The property owner has expressed interest in communications with the City in developing for residential uses within the 8-year planning cycle.

### *Pacific Arts Plaza*

Pacific Arts Plaza project is an 18.3-acre site located in South Coast Plaza Town Center currently developed with a variety of office buildings and restaurants. The site is designated Cultural Arts Center (CAC) by the General Plan and has a zoning designation of Town Center (TC). The property is also located in the North Costa Mesa Specific Plan. Portions of the site are under a Development Agreement. The existing development approvals referenced in the original Development Agreement that allows for a maximum Floor Area Ratio (FAR) of 1.55 and maximum building square footage of 1,227,978. The Development Agreement was recently extended for two years and will expire in August of 2023. The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas.

## 6. Accessory Dwelling Units

Accessory dwelling units, or ADUs, are housing units which may be developed in addition to an existing single- or multi-family residential use. These housing units can be free-standing or attached to a primary structure and are intended to provide additional housing on an existing residential lot. Often ADUs provide housing for family members or are rented to members of the community.

As a result of new legislation and an increased effort by the City to promote ADUs, the City has seen an increase in applications so far in 2022. The City approved/permitted the following number of ADUs since 2018:

- 2018 – 4 ADUS
- 2019 – 6 ADUS
- 2020 – 19 ADUs
- 2021 – 43 ADUs
- 2022 – 68 ADUs

Of the 41 permits issued in 2021, 1 was available at the extremely-low income level, 3 were available at the very-low income level, 25 were available at the low-income level, and 12 were available at the moderate income level. As of the end of April 2022, the City of Costa Mesa has seen an increase in ADU activity. The City has approved and is in the process of issuing permits for 27 ADUs through approximately one-third of the year. Projected out over 2022, this demonstrates the continued trend of ADU growth and puts the City on pace for 81 approved ADUs in 2022. This exceeds the City's 2022 projection of 50 units by 31 units and positions the City well to exceed its projected ADUs within the planning period.

In compliance with State law, ADUs are allowed in all zones that allow single dwelling unit or multiple dwelling unit development. Junior Accessory Dwelling Units (JrADUs) are permitted only in single dwelling unit zones.

The City of Costa Mesa has determined based on past performance that it is appropriate to anticipate the development of 391 accessory dwelling units from 2021 to 2029 (approximately 50 per year through the planning period). Approximately 265 of these units are anticipated to be affordable at the low and very-low-income categories. A total of 117 ADUs are anticipated to be affordable at the moderate-income level and 8 ADUs are anticipated at the above moderate-income level. This affordability estimation is based on guidance from SCAG and HCD based on surveys of existing ADUs in the SCAG region between April and June 2020. Another local factor that contributes to the City's anticipated overall ADU growth expectations is that the City's ADU provisions are more flexible than the State ADU regulations, and therefore are more desirable for ADU development. For example, the State's minimum standard related to ADU required parking is that ADU's located within 500 feet of certain transit areas are not required to provide parking, whereas the City's ADU standards allow ADUs to be constructed without any parking regardless of location. Also, the State's minimum standard related to ADU height is that a local ADU ordinance shall allow an ADU height a minimum of 16 feet, whereas the City's ADU height standards allow a building height of 27 feet. Lastly, the State's minimum floor area requirement for ADUs is 850 square feet for studio units and 1,000 square feet for one-bedroom units, whereas the City's ADU floor area standards allow for larger ADUs in

that a detached ADU can be constructed up to 1,200 square feet, and an attached ADU may be the greater of 1,000 square feet or 50 percent of the size of the existing residential unit.

The City performed a trend analysis looking at the growth in ADUs from 2018 – 2021. That analysis is shown in the table below.

| Table B-5: ADU Assumption Analysis (2018 – 2021) | |
|---|---|
| Year | ADU Permitted (2018-Based Strategy) |
| Projection Period Total: | *390* |
| *2028* | *50* |
| *2027* | *50* |
| *2026* | *50* |
| *2025* | *50* |
| *2024* | *50* |
| *2023* | *50* |
| *2022** | *68* |
| *2021** | *43* |
| 2020* | 19 |
| 2019* | 6 |
| 2018* | 4 |
| "*" indicates actual permitted ADUs within that year. | |

As shown in Table B-4, Costa Mesa has seen sustained increases in ADU production each year since 2018 with the lowest being a 50% increase between 2018 and 2019 as new State laws and local processes were not common knowledge amongst homeowners. The City expects that they while ADU production is likely to continue to increase year after year, there may be some drop off in that increase as more property owners develop ADUs. The City anticipates approximately 50 ADUs will be permitted per year for the remainder of the planning period.

A further indication of this is recent development trends observed by the City. Planning staff recently received and processed a development which included 13 ADUS which were conversions of existing garages. These units ranged from 152 to 363 square feet and consisted of a studio unit arrangement with one bathroom. This is a direct result of two actions: (1) developers and local property owners becoming educated on the new ADU laws and (2) the City of Costa Mesa making diligent efforts to discuss ADU potential and provide informational materials to the community. In addition to the methodology and concrete local data presented above, the City understands that ADU trends may change. In response, the housing element includes Program 3M to monitor ADU production every two years and has stated actions should production not match the anticipated amount in the housing element.

To assist in furthering the recognition and understanding of ADUs potential within Costa Mesa and reach the City's ADU development projections, Costa Mesa has included Program 3E, which identifies actions the City will take to promote and incentivize the development of ADUs during the planning period. As outlined in the program, these actions include:

- Coordinating with the County on implementation of a permit-ready ADU program
- Post a user-friendly FAQ on the City's website to assist the public with the general questions.

- Waiving specific permitting fees to make ADU development more feasible
- Creating an expedited plan check review process to ease the process for homeowners
- Research potential State and Regional funding sources for affordable ADUs and make the information found publicly available to homeowners

### 7. Water, Sewer, and Dry Utility Availability

Each site has been evaluated to ensure there is adequate access to water and sewer connections as well as dry utilities. Each site is situated with a direct connection to a public street that has the appropriate water and sewer mains and other infrastructure to service the candidate site. The City has sufficient total water and sewer capacity (existing and planned) to accommodate the 2021-2029 regional housing need. The City plans for future housing growth through the Mesa Water District Urban Water Management Plan (UWMP). This was most recently updated in 2020. Future sewer capacity is planned for through the Costa Mesa Sanitary District Sewer System Management Plan (SSMP), which was most recently amended and recertified by the Board of Directors in January 2021.

## B. Calculation of Unit Capacity

This section contains a description of the candidate sites identified to meet Costa Mesa's RHNA need at all income levels. The full list of these sites is presented in Table B-6.

### 1. Realistic Capacity and Affordability Calculations

Costa Mesa's 2021-2029 Housing Element sites analysis assumes that each identified candidate housing site will develop with at a range of income levels. Primarily, it is assumed that sites identified within Table B-6 will redevelop with the following affordability characteristics:

- 30% of units available to residents in the low and very low-income categories
- 20% of units available to residents in the moderate-income category
- 50% of units available to residents in the above moderate-income category

Costa Mesa recognizes that not all sites within the inventory will develop such that they meet these affordability assumptions. The following developments have all occurred recently within the City's urban plans, specific plans, overlays, or on non-residentially zoned sites. Many of these are described in more detail in Table B-2.

- 2277 Harbor Blvd – Previous motel use that underwent a rezone from C1 to PDR-HD and developed as a fully residential project with 200 apartment units.
- 671 W 17th Street – Previous industrial brownfield site in the Mesa West Bluff Urban Plan which developed as a fully residential project with 177 live/work units.
- 1620 and 1644 Whittier Avenue – Previous industrial use in the Mesa West Bluff Urban Plan which developed as a fully residential project with 89 live/work units.
- 1500 Mesa Verde East Drive – Commercially zoned parcel along Harbor Boulevard which developed as a fully residential project with 215 senior apartments.
- Brickyard East and West – Previous industrial warehouse uses along Placentia Avenue which developed as a fully residential project with 29 townhouse units.

Consistent with local housing market trends data presented earlier in this appendices, the City of Costa Mesa is seeing an increase in residential development and rarely receives requests for fully non-residential uses in the area identified within the candidate housing sites analysis.

The City has established goals and programs within the Housing Element aimed at identifying funding opportunities and partnering with the development community to increase the amount of affordable housing built in future developments. If the City is able to identify partnerships leading to fully affordable projects, that would also help to cover any potential shortfall in capacity in any of the four income categories. The City of Costa Mesa recognizes that should a "No Net Loss" situation occur, they will be required to identify additional sites and has analyzed additional potential housing sites within the Housing Element's environmental clearance document.

There are several candidate housing sites in which the affordability assumptions differ from those presented above. Those sites include:

- APN 418-181-11 (address to be assigned). This site was developed as a surface parking lot. The property owner/developer has applied for a pre-application and rezoning to accommodate a ten-unit residential development with one low income unit. The other nine units are assumed to be affordable to above moderate income households.
- Costa Mesa Senior Housing Project (APN 424-211-01). This site is owned by the City of Costa Mesa who has had previous discussions with a developer on a fully affordable project on this site. This site assumes 60 units which are all affordable at the lower income levels.
- Fairview Developmental Center. This site is analyzed previously in the large site analysis portion of this appendices. This site is owned by the State of California and the City anticipates working in collaboration with the State to support the goal of developing affordable housing. The City has assumed that approximately 40% of the units on this site will be available to residents at the lower income levels, while 30% will be available to residents at the moderate-income levels. The remaining units are anticipated to be market-rate.
- Sakioka Lot 2. The City has conducted outreach meetings with this property owner and determined that it is realistic to assume that 15% of future units on this site may be available to residents at the lower income levels. This site has an existing development agreement.
- Pacific Arts Plaza and Town Center. The City has conducted outreach meetings with this property owner and determined that it is realistic to assume that 15% of future units on this site may be available to residents at the low and very-low income levels. This site has an existing development agreement.

## 2. Specific Plan, Urban Plan, and Overlays

As identified in Programs 3B and 3C, of the Housing Plan (Chapter 4), the City will be modifying some of the existing Specific Plans, Urban Plans, and Overlays within Costa Mesa. The densities identified in Table B-6 reflect revisions to many of these areas to permit residential development at a higher density than what the current zoning permits as of adoption of this document. As noted, the City has three years to complete these zoning amendments. The City is proposing to either analyze or modify the following areas:

- North Costa Mesa Specific Plan
- 19 West Urban Plan
- SoBECA Urban Plan
- Mesa West Bluff Urban Plan

- Residential Ownership Urban Plan (Propose to Remove)
- Residential Incentive Overlay
- Harbor Mixed-Use Overlay

These areas, with the exception of the Residential Ownership Urban Plan, which is proposed to be removed, will be modified through **Programs 3B through 3C** to permit residential development at or above the default density for Costa Mesa of 30 dwelling units per acre. When considering appropriate densities, the City held outreach meetings with members of the community, decision-makers, the development community, and major property owners. As part of these meetings, the City discusses and analyzed what densities were appropriate to maintain the character of the surrounding neighborhoods while also presenting the opportunity for future residential development that can realistically facilitate the development of units available at the lower income levels.

The City will continue to conduct community outreach post adoption of the Housing Element to discuss potential revisions to development standards within these areas with the goal of effectively planning for future affordable housing. Densities established as a part of future zoning changes must accommodate the densities shown in **Table B-6** for the sites identified.

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-202-02 | 12 | 719 W 19th St | PANGE MARC C TR PANGE REVOC TR | C1 | G | 4 | 19 West | 1.29 | 50 | | | Yes | 64 | 12 | 7 | 12 | 34 | Small commercial uses in a strip mall center. Approximately half of the parcel is surface parking and property abuts a major transportation corridor (19th Street). Shopping Center shows no recent sign of renovation. | 12,509 | 70,028 | 18% | C |
| 424-202-03 | 13 | 707 W 19th St | MUNOZ FAMILY PROPERTIES LLC | C1 | G | 4 | 19 West | 2.00 | 50 | | | | 99 | 18 | 10 | 19 | 52 | Existing single-user (Smart&Final) with large surface parking lot. Potential to redevelop for mixed-use adjacent to major transportation corridor (19th Street). | 20,404 | 108,723 | 19% | C |
| 424-211-01 | 14 | 695 W 19th St | CITY OF COSTA MESA | C1 | G | 5 | 19 West (Senior) | 2.66 | 50 | | | | 60 | 40 | 20 | 0 | 0 | Proposed Senior Center Housing project. | 16,181 | 144,946 | 11% | EX |
| 424-281-20 | 16 | 1710 Pomona Ave | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 1.08 | 50 | | | | 53 | 10 | 5 | 10 | 28 | Existing self-storage facility in close proximity to new residential uses and major transportation corridor (17th Street). The existing single-story building is located less than 100 feet away from recently constructed residential. The increase in permitted residential density afforded by this Housing Element update cycle is an incentive for property owners to gain greater economic return with residential development as opposed to remaining as commercial. Additionally, this Urban | 17,660 | 58,633 | 30% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office into residential development with similar previous existing sites (including more than one-hundred multi-story residential loft units located immediately across 17th Street). Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future allowed increases in residential density, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing storage use into either residential or residential mixed-use (similar to adjacent properties) within the planning period. | | | | |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-281-21 | 17 | 670 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 1.06 | 50 | | | | 53 | 10 | 5 | 10 | 28 | Existing 2-story office and commercial uses in close proximity to new residential uses and major transportation corridor (17th Street). | 12,364 | 57,813 | 21% | A |
| 424-281-22 | 18 | 660 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 2.22 | 50 | | | | 110 | 20 | 12 | 22 | 55 | Existing self-storage facility and light industrial/commercial use in close proximity to new residential uses and major transportation corridor (17th Street). | 29,164 | 120,722 | 24% | B |
| 425-431-02 | 19 | 1680 Superior Ave | B D INNS INC | CL | G | 6 | 19 West | 2.11 | 50 | | | | 105 | 19 | 11 | 21 | 53 | Existing hotel use (Ramada) with large surface parking lot. Property is directly adjacent to Newport Boulevard and next to new multi-family development. | 25,337 | 115,045 | 22% | D |
| 425-431-03 | 20 | 1666 Superior Ave | SCHWARTZ PAUL D 2007 TR | MG | LI | 6 | 19 West | 0.29 | 50 | | A | | 14 | 2 | 1 | 2 | 9 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 3,693 | 15,921 | 23% | B |
| 425-431-04 | 21 | 116 E 16th St | SHEEHAN MICHAEL W TR | MG | LI | 6 | 19 West | 0.73 | 50 | | A | | 36 | 6 | 3 | 7 | 19 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 13,899 | 39,955 | 35% | B |

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*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | The existing single-story collection of warehouse buildings is located across 16th Street from approximately 60 affordable modular/mobile home residential units and also located in close proximity to more than one-hundred multi-story residential loft units located on 17th Street. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office uses into residential development with similar previous existing sites. Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future allowed increases in residential density afforded by the associated zone changes, It is conceivable and likely | | | | |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process.*
*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | that the economic return of a residential use will encourage the ownership to redevelop the existing uses into either residential or residential mixed-use (similar to adjacent properties) within the planning period. | | | | |
| 425-431-05 | 22 | 126 E 16th St | 126 PROPERTIES LLC | MG | LI | 6 | 19 West | 0.42 | 50 | | A | | 20 | 3 | 2 | 4 | 10 | A vehicle repair facility developed with older and randomly located structures. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. The existing collection of vehicular repair and vehicle storage buildings are located across 16th Street from approximately 60 affordable modular/mobile home residential units and also located in close proximity to more than one-hundred multi-story residential loft units located on 17th Street. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office uses into residential development with | 10,868 | 22,831 | 48% | B |

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*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | similar previous existing sites. Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future increases in residential densities afforded by the next Housing Element cycle, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing uses into either residential or residential mixed-use (similar to nearby properties) within the planning period. | | | | |
| 425-431-06 | 23 | 126 E 16Th St | 126 PROPERTIES LLC | C1 | G | 6 | 19 West | 0.35 | 50 | | A | | 17 | 3 | 1 | 3 | 10 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 5,158 | 19,226 | 27% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 425-431-07 | 24 | 1601 Newport Blvd | WINKAL HOLDINGS L L C | C1 | G | 6 | 19 West | 0.79 | 50 | | | | 39 | 7 | 4 | 7 | 22 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 9,604 | 42,763 | 22% | B |
| 420-012-16 | 38 | 2476 Mark St | STATE OF CALIFORNIA | I&R-MLT | MUC | 1 | Fairview Developmental | 108.91 | 60 | | | | 2,300 | 575 | 345 | 690 | 690 | Fairview Developmental Center property. See analysis in Appendix B for additional information on potential to redevelop. | 944,681 | N/A | N/A | EX |
| 141-361-06 | 39 | 2700 Harbor Blvd | FEMINO JAMES J THE J J & S FEMINO LIVING TR | C1 | G | 3 | Harbor Mixed-Use | 0.68 | 50 | | | | 34 | 6 | 3 | 6 | 19 | Mixed us building with first floor retail and offices | 8,228 | 37,198 | 22% | C |
| 141-361-11 | 40 | 2666 Harbor Blvd | HARBOR CM LLC | C1 | G | 3 | Harbor Mixed-Use | 2.41 | 50 | | | | 120 | 22 | 13 | 24 | 60 | Former Ace Hardware store, now for lease after Ace went out of business. Large big box structure with surface parking along a major transportation corridor (Harbor Blvd). This property is located adjacent to an approximate 30 unit recently completed residential development (also fronting Harbor Blvd) and several hundred residential apartment units located easterly of the property. Given the nature of the current extended | 44,693 | 130,965 | 34% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | vacancy history, difficult lease market for a larger facility and permitted residential densities afforded to this property by the next Housing Element cycle, it is conceivable and likely that this property will be redeveloped with residential. The aforementioned adjacent residential property located on Harbor Boulevard was previously developed with a large automobile dealership within the current planning period during the previous planning period which identifies a potential trend for this property to be redeveloped similarly with residential. | | | | |
| 141-361-21 | 41 | 2790 Harbor Blvd | LEFEBVRE MAUREEN ELIZABETH | C1 | G | 3 | Harbor Mixed-Use | 0.75 | 50 | | | | 37 | 7 | 4 | 7 | 20 | Mixed use building with retail and offices on first floor and offices on 2nd and 3rd floor. Building is partially vacant with large surface parking lot adjacent to major transportation corridor (Harbor Boulevard). | 10,347 | 40,932 | 25% | C |
| 141-361-22 | 42 | 2750 Harbor Blvd | SRS COLLEGE CENTER | C1 | G | 3 | Harbor Mixed-Use | 1.71 | 50 | | | | 85 | 16 | 9 | 17 | 43 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor). Uses range from commercial to office and restaurants. | 12,032 | 92,942 | 13% | C |

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*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Large surface parking lot. | | | | |
| 141-361-23 | 43 | 2730 Harbor Blvd | SRS COLLEGE CENTER | C1 | G | 3 | Harbor Mixed-Use | 0.68 | 50 | | | | 33 | 6 | 3 | 6 | 18 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor Boulevard). Uses include commercial, office and restaurants. Large shared surface parking lot. This property is located across the street (Peterson Place) from several hundred residential apartment units. Several of the larger commercial units in this shopping center are currently vacant or have been chronically vacant in the past, and the center is in need of investment and is somewhat lacking commercial vitality. Thus, it is conceivable and likely, similar to other nearby adjacent commercial properties, that this property will be redeveloped with residential units during the current planning period. The future increase in permitted residential density afforded by this Housing | 12,075 | 36,948 | 33% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as commercial. | | | | |
| 141-361-27 | 44 | 2710 Harbor Blvd | JOHNSON GREGORY A & JACLYN H | C1 | G | 3 | Harbor Mixed-Use | 0.67 | 50 | | | | 33 | 6 | 3 | 6 | 18 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor). Uses range from commercial to office and restaurants. Large surface parking lot. | 9,240 | 36,515 | 25% | C |
| 141-361-28 | 45 | 2706 Harbor Blvd | MESA VERDE CENTER LLC | C1 | G | 3 | Harbor Mixed-Use | 0.97 | 50 | | | | 48 | 9 | 5 | 9 | 26 | Vacant Pier 1 Imports box store and surface parking lot. Building is currently for lease. | 14,997 | 52,666 | 28% | C |
| 419-031-08 | 52 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 0.75 | 50 | | | | 37 | 7 | 4 | 7 | 20 | Surface parking lot within large retail shopping center. Potential for mixed-use redevelopment. Retail center has major big box tenants which have permanently closed, leaving an excess of surface parking. | 0 | 40,935 | 0% | C |
| 419-031-09 | 53 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 1.17 | 50 | | | | 58 | 11 | 6 | 11 | 31 | Former K-Mart box store which has permanently closed. Shopping center is adjacent to multi-family residential and may redevelop for mixed-use. While the data shows a high development usage, this | 98,908 | 63,595 | 156% | C |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | tenant space remains vacant. Large leasable floor areas are difficult to lease and this building has been vacant since 2021. Similar to several adjacent properties located along Harbor Boulevard which have converted to residential, residential units are both profitable and in demand in this local area; thus it is conceivable and likely that the ownership of this property will consider residential re-development instead of remaining an existing commercial use within the current planning period. Further, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as a more difficult to lease larger commercial space. | | | | |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 419-031-12 | 54 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 3.16 | 50 | | | | 158 | 30 | 17 | 31 | 81 | Former K-Mart box store which has permanently closed. Shopping center is adjacent to multi-family residential and may redevelop for mixed-use. Large leasable floor areas are difficult to lease and this building has been vacant now for several years (since 2021). Similar to several adjacent properties located along Harbor Boulevard that have converted uses from commercial to residential, residential units are both profitable and in demand in this local area; thus it is conceivable and likely that the ownership of this property will consider residential re-development instead of remaining an existing commercial use during the current planning period. Further, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development | 98,908 | 172,145 | 57% | C |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | as opposed to remaining as a more difficult to lease larger commercial space. | | | | |
| 419-171-58 | 56 | 2150 Harbor Blvd | 2150 HARBOR BLVD LLC | C1 | G | 5 | Harbor Mixed-Use | 1.17 | 50 | | | | 58 | 11 | 6 | 11 | 31 | Norms restaurant with large surface parking lot adjacent to major transportation corridor (Harbor Blvd). | 6,606 | 63,521 | 10% | C |
| 422-021-09 | 57 | 2131 Harbor Blvd | SHERMAN DONALD L H | C2 | G | 4 | Harbor Mixed-Use | 0.83 | 50 | | | | 41 | 7 | 4 | 8 | 21 | Auto parts store, retail store, and pet grooming store, with large surface parking area adjacent to major transportation corridor (Harbor Blvd). | 6,891 | 45,202 | 15% | C |
| 422-091-11 | 58 | 2075 Harbor Blvd | LEWIS JOHN T & LEWIS MARY K | C2 | G | 5 | Harbor Mixed-Use | 0.63 | 50 | | | | 31 | 5 | 3 | 6 | 16 | Tools and equipment rental yard adjacent to major transportation corridor (Harbor Blvd). | 3,032 | 34,196 | 9% | C |
| 422-091-12 | 59 | 2069 Harbor Blvd | TANNER DALE A | C2 | G | 5 | Harbor Mixed-Use | 0.54 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Auto repair shop with large yard adjacent to major transportation corridor (Harbor Blvd). | 5,032 | 29,322 | 17% | C |
| 422-091-14 | 61 | 2049 Harbor Blvd | C M HARBOR CM LLC | C2 | G | 5 | Harbor Mixed-Use | 0.54 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Auto repair shop with large yard adjacent to major transportation corridor (Harbor Blvd). | 4,586 | 29,226 | 16% | C |
| 422-091-24 | 62 | 2015 Harbor Blvd | NEWPORT MESA AUTO CENTER LLC | C2 | G | 5 | Harbor Mixed-Use | 0.62 | 50 | | | | 30 | 5 | 3 | 6 | 15 | Newport Mesa Auto Center with car repair and car wash uses adjacent to major transportation corridor (Harbor Blvd). | 9,663 | 33,643 | 29% | C |
| 422-091-26 | 63 | 2007 Harbor Blvd | 949 STORAGE LLC | C2 | G | 5 | Harbor Mixed-Use | 0.83 | 50 | | | | 41 | 7 | 4 | 8 | 21 | Self-storage facility with surface parking lot and access to major transportation corridor (Harbor Blvd). This property fronts a predominantly | 14,103 | 45,248 | 31% | B |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | residential street (Charle Street) that is developed primarily with residential uses. Given the potential height and density that this property could yield based on the future density increase afforded by this Housing Element cycle, a residential use is both conceivable and likely during the current planning period. Additionally, the storage use is considered relatively small in size compared to other local storage facilities and therefore, the investment return on a residential use is likely greater than the use of storage. | | | | |
| 422-101-03 | 64 | 1989 Harbor Blvd | JUNEAU PAULINE BRECHT | C2 | G | 5 | Harbor Mixed-Use | 0.56 | 50 | | | | 27 | 5 | 2 | 5 | 15 | Budget Truck Rental yard which is largely a paved surface parking lot with a small building. Site is adjacent to major transportation corridor (Harbor Blvd). | 624 | 30,425 | 2% | C |
| 422-101-06 | 65 | 1974 Charle St | CHARLE ST REALTY LLC | C2 | G | 5 | Harbor Mixed-Use | 0.53 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Existing low-intensity light industrial and warehouse uses. | 7,962 | 28,964 | 27% | A |
| 422-193-23 | 66 | 2215 Harbor Blvd | CHEN-RONG PROPERTIES LLC | C2 | G | 4 | Harbor Mixed-Use | 0.58 | 50 | | | | 28 | 5 | 3 | 5 | 16 | Aging furniture/consignment store structure with surface parking lot adjacent to major transportation corridor (Harbor Blvd). This | 12,757 | 31,475 | 41% | C |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | property is surrounded on several sides by residential uses (including mobile home, single-family and multi-family - more than several hundred units). Given the age of this structure, size and potential increase in profit yield of converting the commercial use to residential, it is both conceivable and likely that the property could be converted to residential during the current planning period. | | | | |
| 422-193-24 | 67 | 2205 Harbor Blvd | AQUA 26 LLC | C2 | G | 4 | Harbor Mixed-Use | 0.58 | 50 | | | | 28 | 5 | 3 | 5 | 16 | Aging vacant motel use with large surface parking lot adjacent to major transportation corridor (Harbor Blvd). This property was recently purchased with the intent to convert the motel to affordable housing. The owner is currently working to obtain a grant (Community Care Expansion Program) through the California Department of Social Services. Thus, it is likely that the motel will convert to affordable residential quickly within the current planning period. | 10,089 | 31,469 | 32% | C |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-282-11 | 68 | 2044 Placentia Ave | SAA 2 LLC | MG | LI | 4 | Mesa West | 1.18 | 40 | | | | 47 | 8 | 5 | 9 | 25 | Auto repair shop and light industrial uses with surface parking adjacent to recently developed townhouses and apartments. Building shows little sign of recent renovation. This property is located within 100 feet of two recently developed residential properties that were previously developed with commercial uses. One of the nearby existing residential properties is now a multi-family mixed use property with residential located on the upper floors and commercial located on the ground floor, and the other residential property consists of detached residential lofts that were converted from a previous bakery facility. Thus, there is a neighborhood pattern and trend of residential conversions that could occur during the current planning period on the subject property. Further, the potential increase in future permitted residential density afforded by this Housing Element update | 26,636 | 64,338 | 41% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as a more difficult to lease commercial space. | | | | |
| 422-291-04 | 69 | 2065 Placentia Ave | PUBLIC STORAGE PARTNERS LTD | MG | LI | 4 | Mesa West | 1.85 | 40 | | | | 73 | 13 | 8 | 14 | 38 | Self-storage facility adjacent to recently developed townhouses and apartments. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential and the subject property is located adjacent to 14 recently developed residential lofts. The aforementioned adjacent loft property was previously developed with an automotive use and therefore there is a neighborhood pattern/trend of commercial to residential conversion. This property is also located nearby two recently developed residential properties that were previously developed with commercial uses. One of the nearby existing residential properties is | 34,929 | 100,710 | 35% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | now a multi-family mixed use property with residential located on the upper floors and commercial located on the ground floor, and the other residential property consists of detached residential lofts that were converted from a previous bakery facility. Lastly, the existing storage facility is single-story and therefore is considered under developed even in regard to the existing use and therefore residential could be considered an attractive and profitable re-use of the property during the current planning period. Lastly, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for the property owner to gain greater economic return with residential development as opposed to remaining as a storage facility. | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-291-05 | 70 | 2065 Placentia Ave | PUBLIC STORAGE INC | MG | LI | 4 | Mesa West | 0.92 | 40 | | | | 36 | 6 | 3 | 7 | 19 | This self-storage facility although is located on a separate property is operated in conjunction with the above site ("unique id") 69. This property is owned in common with the aforementioned site and is developed with a two-story storage structure. It is likely that these two properties could be combined and developed similar to many adjacent properties with multi-family residential mixed-use development or residential lofts during the current planning period. The size of this property and the future increased densities permitted by the next Housing Element cycle, combined with the adjacently owned parcel contributes to a higher probability that the property owner considers the economic advantages of residential conversion. | 23,549 | 50,355 | 47% | B |
| 422-291-06 | 71 | 2051 Placentia Ave | PLACENTIA AVE PROPERTIES LLC | MG | LI | 4 | Mesa West | 0.92 | 40 | | | | 36 | 6 | 3 | 7 | 19 | Existing office/light industrial uses adjacent to recently developed townhouses and apartments. | 6,720 | 50,355 | 13% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-301-01 | 72 | 1987 Placentia Ave | HARTLEY CO | MG | LI | 4 | Mesa West | 2.31 | 40 | | | | 92 | 17 | 10 | 18 | 47 | Warehouses with large surface parking lot. Two buildings on the site. Adjacent to recently developed townhouses and apartments. Building shows little sign of recent renovation. This property is located nearby several recently developed residential properties that were previously developed with commercial uses. Thus, there is a neighborhood pattern and trend of residential conversions that could occur during the current planning period on the subject property. Lastly, the property is larger than many of the lots in this area and therefore is more conducive for higher density residential development, and thus considered more attractive for residential redevelopment than even many of the previously converted nearby existing residential uses. Lastly, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is | 37,645 | 125,891 | 30% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | considered an attractive incentive for the property owner to gain greater economic return with residential development as opposed to remaining as a more difficult to lease commercial space. | | | | |
| 422-454-28 | 74 | 2101 Placentia Ave | CASACOS LLC | MG | LI | 4 | Mesa West | 0.91 | 40 | | | | 36 | 6 | 3 | 7 | 19 | Restaurant with large surface parking lot. Potential for mixed-use development. | 4,802 | 49,428 | 10% | C |
| 424-061-01 | 75 | 885 W 18th St | MONROVIA AVENUE PARTNERS LLC | MG | LI | 5 | Mesa West | 1.25 | 40 | | | | 49 | 9 | 5 | 9 | 27 | One-story warehouses with a large surface parking lot. Hundreds of residential properties are located across West 18th Street from the subject property and therefore the subject property if re-developed with residential uses would be considered neighborhood compatible. The existing large open parking lot could be redeveloped with a residential component and likely a large portion of the existing commercial uses could remain. The property could also be redeveloped with second-floor residential as a mixed-use, pursuant to the Mesa West Urban Plan. Given the current high demand for residential in the City | 22,144 | 67,858 | 33% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | and profit yield, residential conversion during this planning period is conceivable. | | | | |
| 424-061-03 | 76 | 859 W 18th St | CRANK FAMILY 2007 LLC | MG | LI | 5 | Mesa West | 0.81 | 40 | | | | 32 | 6 | 3 | 6 | 17 | One-story multi-unit warehouse facility and surface parking lot. The property could be redeveloped with commercial first-floor and second-floor residential mixed-use development, pursuant to the Mesa West Urban Plan. The Mesa West Urban Plan encourages the construction of first floor commercial with second floor residential. Several large apartments are located in close proximity to the subject property. Given the current high demand for residential in the City, future permitted higher density afforded by this Housing Element cycle and expanded profit yield, residential development on this property is conceivable during this planning period. | 16,926 | 44,209 | 38% | C |
| 424-061-04 | 77 | 851 W 18th St | SEA PROPERTIES | MG | LI | 5 | Mesa West | 1.79 | 40 | | | | 71 | 13 | 7 | 14 | 36 | Auto body shop with large surface parking lot. | 25,478 | 97,501 | 26% | C |
| 424-061-05 | 78 | 1791 Placentia Ave | BOYD WILLIS BLAIR SR TR | MG | LI | 5 | Mesa West | 4.27 | 40 | | | | 170 | 32 | 18 | 34 | 85 | Single-story warehouses with large surface parking lot and drive aisles. Five buildings on the site which show little | 72,191 | 232,421 | 31% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | sign of recent renovation. The property is considered large in size (approximately 4 acres) and could be redeveloped with commercial first floor and second-floor residential development, pursuant to the Mesa West Urban Plan. The Mesa West Urban Plan encourages the construction of first floor commercial with second floor residential. Several hundred apartment and condominiums units are located in close proximity (east of Placentia Avenue) to the subject property. Given the current high demand for residential in the City, profit yield for residential and increase in future residential densities allowed on this property as a result of the next Housing Element cycle, residential development on this property is conceivable during this planning period. | | | | |
| 424-061-06 | 79 | 1751 Placentia Ave | BOYD WILLIS BLAIR SR TR | MG | LI | 5 | Mesa West | 4.70 | 40 | | | | 187 | 35 | 20 | 37 | 95 | Single-story warehouses with large surface parking lot and drive aisles. Seven buildings | 80,909 | 255,845 | 32% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | on the site which show little sign of recent renovation. The property is considered large in size (approximately 4.5 acres) and hundreds of residential properties are located across Placentia Avenue from the subject property. Therefore, the subject property if re-developed with residential uses would be considered neighborhood compatible. The property could be redeveloped with second-floor residential pursuant to the Mesa West Urban Plan. Given the current high demand for residential in the City, future residential densities allowed on this property as a result of the next Housing Element cycle and profit yield, residential development is conceivable during this planning period. | | | | |
| 424-281-01 | 97 | 1730 Pomona Ave | C & K PARTNERS | MG | LI | 5 | Mesa West | 0.99 | 40 | | | | 39 | 7 | 4 | 7 | 22 | Warehouses with surface parking lot. One building on the site. | 11,802 | 54,028 | 22% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-281-19 | 98 | 424 Pomona Ave | PACIFIC MESA PROPERTIES | MG | LI | 5 | Mesa West | 1.19 | 40 | | | | 47 | 8 | 5 | 9 | 25 | Warehouses with large surface parking lot. One building on the site. The existing single-story building is located in close proximity to residential uses. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office into residential development with similar previous existing sites (including more than one-hundred multi-story residential loft units located immediately across 17th Street, developed under separate ownership). Further, one of the main objectives of the Mesa West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing use into | 19,676 | 64,716 | 30% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | either residential or residential mixed-use (similar to adjacent properties) within the current planning period. It should also be noted that several live/work developments (encouraged by this Urban Plan) are currently proposed in this area on similar sized properties that are existing commercial uses. | | | | |
| 424-281-23 | 99 | 660 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | Mesa West | 2.26 | 40 | | | | 90 | 17 | 9 | 18 | 45 | Large single-story self-storage facility adjacent to existing multi-family residential. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential. There is also a neighborhood pattern/trend of commercial to residential conversion with several recently developed higher density residential loft properties constructed nearby on 17th Street. Thus, it is conceivable that the subject property owner would pursue residential conversion of the property in the current planning period similar to nearby properties. | 50,219 | 122,853 | 41% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Residential conversion is also made more attractive to ownership by the future increases in residential densities allowed for this property by the next Housing Element cycle. | | | | |
| 424-321-17 | 100 | 1882 Whittier Ave | AYRES SELF STORAGE COSTA MESA LLC | R2-MD | MDR | 5 | Mesa West | 1.08 | 40 | | | | 43 | 8 | 4 | 8 | 23 | Large single-story self-storage facility adjacent to existing multi-family residential. This property is generally surrounded by existing residential uses. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential. It is likely that residential units on this property would be considered by the property owner to be an attractive re-use and for potential re-development within the planning period. Future increases in residential densities allowed on this property as a result of the next Housing Element cycle is also considered an incentive for the property owner to develop residential. | 18,808 | 59,063 | 32% | B |
| 139-031-39 | 131 | 3303 Harbor Blvd | SDCO COSTA MESA COMMERCE PARK INC | PDI | IP | 1 | North Costa Mesa | 10.00 | 90 | | | | 900 | 171 | 99 | 180 | 450 | Existing single-story light industrial/office uses on large site. The City has received interest in the potential future | 160,463 | 326,700 | 49% | A |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | redevelopment of the site for residential uses. In addition, the site is considered very large with extensive areas for residential development. | | | | |
| 139-031-42 | 132 | 1575 Sunflower Ave | RREEF CPIF 1575 SUNFLOWER LLC | MP | IP | 1 | North Costa Mesa | 8.03 | 90 | | | | 722 | 137 | 79 | 144 | 362 | Existing single-story light industrial/office uses on large site. The City has received interest in the potential future redevelopment of the site for residential uses. In addition, the site is considered very large with extensive areas for residential development. | 133,055 | 262,313 | 51% | A |
| 139-031-67 | 133 | 3333 Harbor Blvd | BEG HOLDINGS LP | MP | IP | 1 | North Costa Mesa | 10.00 | 90 | | | | 900 | 171 | 99 | 180 | 450 | Sofia University site (former Whittier Law School site) with large surface parking lot and largely underdeveloped land. The City has received interest in the potential future redevelopment of the site for residential uses. In addition, the site is considered very large with extensive areas for residential development. | 130,197 | 326,700 | 40% | EX |
| 410-441-17 | 142 | 14850 Sunflower Ave | ROY K SAKIOKA & SONS | PDC | UCC | 2 | North Costa Mesa - SL2 | 30.93 | 90 | Vacant | | | 1,200 | 120 | 60 | 120 | 900 | Sakioka Lot 2 property. See analysis in Appendix B for additional information on potential to redevelop. | 15,275 | 1,347,311 | 1% | EX |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 410-501-31 | 144 | N/A | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 3.39 | 90 | | | | 305 | 57 | 33 | 61 | 153 | Large surface parking lot. Analysis assumes only redevelopment of the surface parking lot area. The City has discussed the potential future redevelopment of this site for high-density residential uses with the property owner. | 0 | 116,821 | 0% | EX |
| 418-161-06 | 176 | 2957 Randolph Ave | ZELDEN ALICE WILLER | MG | LI | 2 | SoBECA | 0.72 | 60 | | | | 43 | 8 | 4 | 8 | 23 | Existing light industrial building that is used as a brewery/restaurant with large surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area. Large residential neighborhoods located nearby. Pursuant to the SoBeca Urban Plan, vertical mixed-use development is encouraged and therefore residential could be developed within the current planning period. In addition, the SoBeca area is considered an attractive area for certain younger generations and therefore the prospect of residing on the subject property would generate interest to the property ownership. Also, staff has met with the current occupant and there is uncertainty | 16,880 | 39,375 | 43% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | if the existing use will continue. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-162-02 | 177 | 2968 Randolph Ave | PALANJIAN JERRY O | MG | LI | 2 | SoBECA | 0.72 | 60 | | | | 43 | 8 | 4 | 8 | 23 | One-story warehouses with surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area. Large residential neighborhoods located nearby. Pursuant to the SoBeca Urban Plan, vertical mixed-use development is encouraged and therefore residential could be developed within the current planning period. In addition, the SoBeca area is considered an attractive area for certain younger generations and therefore the prospect of residing on the subject property would generate interest to the property ownership. Residential could also be developed on the second story. Lastly, future residential densities allowed on this property as a result of | 18,531 | 39,251 | 47% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-163-05 | 178 | 2064 Bristol St | PEP BOYS | C1 | G | 2 | SoBECA | 1.47 | 60 | | | | 88 | 16 | 9 | 17 | 46 | Tire shop with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 19,022 | 79,928 | 24% | A |
| 418-171-02 | 179 | 752 Saint Clair St | PURCILLY GAY WHEELER | C2 | G | 2 | SoBECA | 0.26 | 60 | | B | | 15 | 2 | 1 | 3 | 8 | School yard for learning center. Site is within the SoBECA Urban Plan redevelopment area. | 424 | 14,201 | 3% | A |
| 418-191-04 | 180 | 766 Saint Clair St | 766 ST CLAIR LLC | C2 | G | 2 | SoBECA | 0.67 | 60 | | | | 40 | 7 | 4 | 8 | 20 | Existing fitness studio is located in the aging warehouse with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property | 12,329 | 36,507 | 34% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-01 | 181 | 845 Baker St | RMAFII LOC LLC | C1 | G | 2 | SoBECA | 0.87 | 60 | | | | 52 | 9 | 5 | 10 | 27 | Small strip mall with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 11,899 | 47,299 | 25% | A |
| 418-202-02 | 182 | 841 Baker St | BAKER STREET PROPERTIES LLC | C1 | G | 2 | SoBECA | 0.33 | 60 | | D | | 19 | 3 | 2 | 3 | 12 | Nightclub with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Additionally, nightclubs are prone to have a higher turnover rate than many other commercial uses so a potential use change is a possible occurrence within the planning period.Lastly, future | 6,401 | 17,870 | 36% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-03 | 183 | 841 Baker St | BAKER STREET PROPERTIES LLC | C1 | G | 2 | SoBECA | 0.60 | 60 | | D | | 35 | 6 | 3 | 7 | 18 | Nightclub with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 8,881 | 32,546 | 27% | A |
| 418-202-04 | 184 | 801 Baker St | RED MOUNTAIN ASSET FUND ILLC | C1 | G | 2 | SoBECA | 0.86 | 60 | | | | 51 | 9 | 5 | 10 | 26 | Strip mall with large surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize | 15,474 | 46,602 | 33% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | property ownership to convert to residential. | | | | |
| 418-202-05 | 185 | 2969 Century Pl | ECHAN BARBARA TRUST | C1 | LI | 2 | SoBECA | 0.09 | 60 | | E | | 5 | 0 | 0 | 1 | 3 | Surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 469 | 4,712 | 10% | A |
| 418-202-06 | 186 | 2969 Century Pl | ECHAN BARBARA TRUST | MG | LI | 2 | SoBECA | 0.68 | 60 | | E | | 40 | 7 | 4 | 8 | 20 | Gym with large surface parking lot. Site located is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | 13,488 | 36,893 | 37% | A |
| 418-202-07 | 187 | 2959 Century Pl | GRAYBAR ELECTRIC CO INC | MG | LI | 2 | SoBECA | 0.50 | 60 | | | | 30 | 5 | 3 | 6 | 15 | Electrical equipment manufacturer/ distributor Site is located within the SoBECA | 10,200 | 27,436 | 37% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-10 | 188 | 2942 Century Pl | SCM ENTERPRISES | MG | LI | 2 | SoBECA | 0.87 | 60 | | | | 52 | 9 | 5 | 10 | 27 | Co-working office with large surface parking. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from | 14,382 | 47,242 | 30% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | commercial to mixed use/residential development. Given its close proximity these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-11 | 189 | 2952 Century Pl | GRAHAM GORDON T TR | MG | LI | 2 | SoBECA | 0.90 | 60 | | | | 54 | 10 | 5 | 10 | 29 | Existing single story warehouse with large storage yard that is currently used as an air conditioning business. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property is located south of a development that has an existing approved Master Plan that will change the use from commercial/industrial to mixed use development. The existing warehouse is a single story that may be redeveloped to support mixed use development including | 17,227 | 49,090 | 35% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | residential and live/work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-12 | 190 | 2972 Century Pl | PROJECT C LLC | MG | LI | 2 | SoBECA | 0.94 | 60 | | | | 56 | 10 | 6 | 11 | 29 | Auto repair shop with surface parking. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-13 and 418-202-14 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is included in a Master Plan PA-19-12 that was approved by City Council on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, retail spaces, office spaces, 48 residential units, and 14 live work | 18,109 | 51,374 | 35% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| 418-202-13 | 191 | 2972 Century Pl | PROJECT C LLC | MG | LI | 2 | SoBECA | 0.91 | 60 | | | | 54 | 10 | 5 | 10 | 29 | Warehouse with large yard. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-12 and 418-202-14 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is included in a Master Plan PA-19-12 that was approved by City Council on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, retail spaces, office spaces, 48 residential | 18,372 | 49,319 | 37% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | units, and 14 live work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| 418-202-14 | 193 | 765 Baker St | PROJECT C LLC | C2 | G | 2 | SoBECA | 0.67 | 60 | | | | 40 | 7 | 4 | 8 | 20 | Existing auto repair shop use. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-12 and 418-202-13 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is included in a Master Plan PA-19-12 that was approved by City Council on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, | 16,802 | 36,615 | 46% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | retail spaces, office spaces, 48 residential units, and 14 live work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| 418-101-05 | 197 | 1425 Baker St | 1425 BAKER LLC | C1 | G | 2 | Harbor Mixed-Use | 1.90 | 60 | | | | 114 | 21 | 12 | 22 | 59 | Existing auto dealer with large surface parking. | 24,369 | 103,666 | 24% | C |
| 418-101-03 | 199 | 1491 Baker St | PURCILLY GAY WHEELER TR | C1 | G | 2 | Harbor Mixed-Use | 1.27 | 60 | | B | | 74 | 14 | 8 | 14 | 39 | Restaurant and barbershop. Site is anticipated to redevelop with adjacent parcels as shown in this table. | 4,434 | 69,124 | 6% | C |
| 424-202-01 | 200 | 745 W 19th St | PANGE MARC C REVOC TR | C1 | G | 4 | 19 West | 0.63 | 50 | | | | 30 | 5 | 3 | 6 | 15 | Strip mall with surface parking lot adjacent to major transportation corridor (19th St.). Site has the potential to redevelop for mixed-use. | 9,838 | 34,468 | 29% | C |
| 410-481-05 | 201 | 3201 Park Center Dr | THE IRVINE COMPANY LLC | TC | CAC | 2 | North Costa Mesa - Pac Arts | 6.27 | 90 | | H | | 186 | 18 | 9 | 18 | 141 | Pacific Arts Center property. See analysis in Appendix B for additional information on potential to redevelop. | 81,187 | 483,505 | 17% | EX |
| 410-491-07 | 202 | 601 Anton Blvd | THE IRVINE COMPANY LLC | TC | CAC | 2 | North Costa Mesa - Pac Arts | 12.07 | 90 | | H | | 349 | 35 | 18 | 35 | 261 | Pacific Arts Center property. See analysis in Appendix B for additional information on potential to redevelop. | 230,300 | 930,850 | 25% | EX |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 410-501-25 | 206 | 545 Anton Blvd | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 0.74 | 90 | | | | 66 | 12 | 7 | 13 | 34 | Small commercial out parcel uses. Property owner has indicated interest in redeveloping the site for residential uses. | 5,026 | 25,367 | 20% | EX |
| 410-501-36 | 207 | N/A | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 1.82 | 90 | | | | 164 | 31 | 18 | 32 | 84 | Surface parking lot. Property owner has indicated interest in redeveloping the site for residential uses. | 5,026 | 62,729 | 8% | EX |
| 418-171-01 | 208 | 754 Saint Clair St | PURCILLY GAY WHEELER TR | C2 | G | 1 | SoBECA | 0.27 | 60 | | B | | 15 | 2 | 1 | 3 | 8 | Existing learning center use. Site is anticipated to redevelop with adjacent parcels as shown in this table. | 3,797 | 14,921 | 25% | A |
| 140-041-81 | 196 | 3333 Susan St | THE HIVE CREATIVE OFFICE INC | PDI | IP | 1 | North Costa Mesa | 4.00 | 90 | | | | 432 | 68 | 39 | 72 | 252 | Current Los Angeles Chargers' practice field facility. The Chargers new training facility will open in Spring 2024 in El Segundo CA. The City has discussed the potential future redevelopment of the football practice field for high-density residential uses with the property owner. The site is located within the North Costa Mesa Specific Plan which supports urban mixed development, including retail, industrial, business park, and residential uses. The site is directly adjacent to retail and offices spaces to the west, Medium Density Residential (townhomes) | 93,238 | 130,680 | 71% | EX |

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*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | to the east, commercial to the south and a business center/post office to the north. | | | | |
| 419-203-08 | 209 | 2000 Harbor | OC HARBOR MEDICAL PLAZA LLC | C1 | GC | 5 | | 1.55 | 25 | | | | 38 | 0 | 4 | 0 | 34 | Existing retail center with surface parking lot. Property owner/developer requested to have the site added to the Housing Element for future residential development. | | | | C |
| 418-181-11 | 210 | To be assigned (Bristol St) | 2821 BRISTOL SITE LLC | CL | GC | 3 | | 0.43 | 23 | Vacant | | | 10 | 0 | 1 | 0 | 9 | Existing surface parking lot. Property owner/developer applied for a pre-application, residential rezoning, and requested to have the site added to the Housing Element for future 10-unit development with one unit affordable to a low income household. | | | | EX |

Docusign Envelope ID: 0658F50F-511E-490E-97E1-1A48EBD05034



Anna Wong

OC Harbor Medical Plaza, LLC

Cwong91801@yahoo.com

626-780-1116

February 5, 2026

City of Costa Mesa Planning Division

77 Fair Drive

Costa Mesa, CA 92626

**Subject: Request to Include 2000 Harbor Blvd in the Housing Element Rezone (Mixed Use Overlay District)**

To the Planning Division,

I am writing to respectfully request that the City of Costa Mesa include the property located at 2000 Harbor Boulevard within the Housing Element Rezone Program, specifically under the Mixed Use Overlay District. As the City continues its efforts to meet State Housing Element requirements and expand opportunities for housing production, 2000 Harbor Boulevard represents a highly suitable site for redevelopment.

The property's location within the Measure K planning area, as well as being located along a major commercial corridor, its proximity to transit, services, and employment centers, and its compatibility with surrounding land uses make it an ideal candidate for inclusion in the Mixed Use Overlay.

Incorporating this site into the Housing Element Rezone would:

• Support the City's RHNA obligations by adding a realistic and feasible housing opportunity site

• Encourage reinvestment along the Harbor Boulevard corridor

• Align with State objectives to increase housing capacity in infill, transit-accessible locations

• Promote the goals of Measure K since the Property is destined for rezone and there is current developer interest.

I respectfully request that staff evaluate the site for inclusion and provide guidance on any additional materials or analysis needed to facilitate this consideration. I am fully

Docusign Envelope ID: 0658F50F-511E-490E-97E1-1A48EBD05034

prepared to collaborate with the City to ensure the site can contribute meaningfully to Costa Mesa's housing strategy.

Thank you for your time, attention, and continued work on the Housing Element. I look forward to your response and to participating in the process as it moves forward.

Sincerely,

DocuSigned by:
Chsanna Wong
EC296E447099405...

Anna Wong

OC Harbor Medical Plaza, LLC

Friday, February 6th, 2026

Planning Commission
Economic & Development Services Department
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

**Re: Request to Include [2821 Bristol Street / APN 418-181-11] as a Housing Element Site in the Next General Plan Amendment**

Dear Economic & Development Services Department Staff and Honorable Planning Commissioners,

I am writing to formally request that the parcel located at 2821 Bristol Street, Costa Mesa,. CA 92626 Assessor's Parcel Number 418-181-11, be evaluated and included as a Housing Element site in the City of Costa Mesa's next General Plan Amendment.

The inclusion of this site as a Housing Element site would allow us to deliver new housing units for the community. The subject parcel is well-situated to advance the City's housing objectives while aligning with Costa Mesa's broader planning goals. Its location, surrounding land use context, access to public transportation, major highways, proximity to employment centers and services, and ability to support residential development make it a strong candidate for inclusion in the City's Housing Element site inventory.

I respectfully request that City staff incorporate this parcel as a Housing Element site in the upcoming General Plan Amendment and provide guidance on any additional information required to support its consideration. I would welcome the opportunity to meet with staff or present additional analysis regarding the site's suitability.

Thank you for your time, consideration, and continued efforts to thoughtfully plan for Costa Mesa's future. I appreciate the City's collaborative approach and look forward to working constructively with staff and the Planning Commission.

Sincerely,

McQuin & Thomas Cole Baron
Partners, Pack Baron Companies
2292 North Batavia Ste C
Orange, CA 92865
714-323-7547
mab@packbaroncompanies.com
tcb@packbaroncompanies.com

Costa Mesa Women's Club
Since 1910

February 10, 2026

City of Costa Mesa
Michelle Halligan, Senior Planner
Economic & Development Services Dept
77 Fair Drive
Costa Mesa, CA 92626

Re: Subject 424-241-11, 610 W. 18th St. Costa Mesa

Dear Michelle Halligan,

The Costa Mesa Women's Club received a letter from you informing us that our Property has been identified as an Opportunity Site in the Housing Element Sites Inventory. We had no previous notification and were surprised, and confused, as to why our property was considered as a site that could be developed as residential or mixed-use projects.

Based on the map of the Opportunity Sites, the Women's Club is the only property affected in the neighborhood block that we are located in. On Monday, Feb. 9th, we attended the Costa Mesa Planning Commission Public Hearing to get a better understanding of this situation. It is extremely hard to vision high density housing being viable at this location.

Our organization has been around since 1910. We have owned this property for more than 75 years. We are a non-profit organization and have been honored by the City of Costa Mesa numerous times by the City of Costa Mesa, most recently in 2025. We provide resources for other Costa Mesa Non-Profits, including Women's Journey Foundation, other service organizations within Costa Mesa and most importantly to the local community. We have over 100 members who passionately believe in the mission of our Women's Club.

We respectfully request that our property be removed from the Housing Element Inventory list. Please send us a written confirmation that you have received this letter. Women's Club contact regarding this matter is: **Sandra Scheafer, 3327 California St, Costa Mesa 92626 Phone 714 267-2724 Email sandivvscheafer@gmail.com.** You may also call **President Gay Royer, 949-887-5992.**

Sincerely,

Sandra Scheafer

Sandra Scheafer, Director
Costa Mesa Women's Club

Fisher Real Estate Partners (Costa Mesa), LP
1417 Antigua Way
Newport Beach, CA 92627

February 2, 2026

**Re: 2026 Housing Element Sites**

Dear Anna McGill: Thank you for taking the time today to answer my questions on the Housing Element plan being worked on for early 2026 City Council approval.

**Per discussion, we would like to opt-out of the current Housing Element plan.** The lease with Trader Joe's prohibits the Landlord from making changes to the building and parking layout within the shopping center (both the anchor building and the strip building). As we shared, we are remodeling the site per the agreements within the lease. Trader Joe's has lease control for 30 years.

| Address: | APN: | Unique ID |
|---|---|---|
| 2170 Harbor Blvd (Anchor Building) | 419-041-06 | Site 195 |
| 2180 Harbor Blvd (Strip Building) | 419-041-02 | Site 194 |

Please remove us from the current list for Housing Element.

Sincerely,

**Fisher Real Estate Partners (Costa Mesa), LP,** a California limited partnership
By: 44678 Valley Center, LLC, a California limited liability company
its general partner

By: Nigel Fisher 2/2/2026

Nigel Fisher
Managing Member
714-330-4627
Nigel@FRPManagement.com

**Cox, Castle & Nicholson LLP**
3121 Michelson Drive, Suite 200 C
Irvine, California 92612-5678
**P**: 949.260.4600 **F**: 949.260.4699

Tim Paone
949.260.4655
tpaone@coxcastle.com

January 30, 2026

Mayor John Stephens
Mayor Pro Tem Manuel Chavez
Council Member Jeff Pettis
Council Member Andrea Marr
Council Member Loren Gameros
Council Member Mike Buley
Council Member Arlis Reynolds

c/o Carrie Tai
Director of Economic and Development Services
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Sent by Email to: Carrie.Tai@costamesaca.gov

Re: CJS Properties in Housing Element

Mayor Stephens and Members of the City Council:

As you know, C.J. Segerstrom & Sons ("CJS") has deep roots in the City of Costa Mesa. The City and CJS not only have significantly benefited from each other's continued success, but also have a demonstrated history of cooperation to further that success. It was with that cooperative spirit that CJS agreed to the City's request that fourteen properties owned by CJS (the "CJS Properties") be identified "Housing Element sites" with mixed-use overlays as part of the City's Housing Element update process. CJS's cooperation relied on the City's assurance that these overlays would not jeopardize existing zoning designations, but instead would give CJS the option to pursue residential uses if and when consistent with CJS's business planning. Standing alone, the Housing Element as adopted by the City Council in 2022 reflected that assurance.

Through no fault of the City, however, changing circumstances have lessened that assurance. Since 2022, new State housing laws have continued to proliferate, with the prospect of more to come. Both the City and the State's Department of Housing and Community Development ("HCD") have had to adapt not only to evolving State housing laws, but also to court decisions interpreting those laws, often with unexpected results. Concurrently, the City has been working to reconcile the various implications of Measure Y, Measure K, the "Neighborhoods Where We

All Belong" program, planning for the Fairview Developmental Center, and HCD's rezoning requirements. As a result, the risk of "unintended consequences" has become significant.

Unlike many landowners, CJS is neither in a hurry to develop its properties nor, at this time, focused upon residential development of the CJS Properties. To the contrary, the common reputational and economic interests of CJS and the City are to a significant degree tied to CJS's thoughtfully planned and highly successful commercial development. While these shared interests do not preclude residential development in the future, CJS is not ready to commit the CJS Properties to residential development at this time, whether directly or inadvertently.

As we have communicated since before the holidays, it has become clear that sooner or later CJS will need to request the removal of the CJS Properties from the Housing Element. Therefore, CJS is formally requesting the City to take all actions necessary to remove the CJS Properties from the Housing Element.

| HE Site No. | CJS Site ID |
|---|---|
| 134 | Harbor Associates |
| 136 | Harbor Associates |
| 137 | Home Ranch |
| 138 | Home Ranch |
| 198 | Home Ranch |
| 139 | Town Center |
| 140 | Town Center |

| HE Site No. | CJS Site ID |
|---|---|
| 141 | Town Center |
| 205 | Town Center |
| 145 | South Coast Plaza |
| 146 | South Coast Plaza |
| 147 | South Coast Plaza |
| 203 | US Post Office |
| 204 | US Post Office |

Please reach out to either me or Justin McCusker if you have any questions or if there are further steps which CJS must take to facilitate the near-term removal of the CJS Properties from the City's updated Housing Element.

Thank you.

COX, CASTLE & NICHOLSON LLP

By: Tim Paone
Partner

cc: Costa Mesa City Manager Cecilia Gallardo-Daly
Costa Mesa Planning Commissioners

ATTACHMENT 3

# Appendix B

*Sites Analysis (text updates to add two sites and remove 17 sites; a comprehensive update to be conducted following a No Net Loss analysis later in 2026)*

# A. Candidate Sites Analysis Overview

The Housing Element is required to identify potential candidate housing sites by income category to meet the City's RHNA Allocation. The sites identified within the Housing Element represent the City of Costa Mesa's ability to plan for housing at the designated income levels within the 6th housing cycle planning period (2021-2029). As described in this appendix, the development capacity for each site depends largely on its location within the City, a specific plan or urban plan area as well as known development factors. Where possible, property owners were consulted to help the City better understand potential future housing growth on candidate housing sites within the City.

This appendix contains **Table B-5**, which identifies each candidate housing site within Costa Mesa's sites inventory. The sites are identified by assessor parcel number (APN) as well as a unique identifier used to track sites within the inventory. Additionally, the following information is provided for each parcel.

- Address
- Ownership
- Zoning (including Specific Plan areas, Urban Plans, and Overlays, if applicable)
- Size (Net developable acres removing known development constraints)
- Density
- Vacancy status
- Previous Housing Element identification
- Potential Development Capacity (Dwelling Units) by income category
- Description of existing use

A summary of this information is included within the Housing Resources section **(Chapter 3)** of Costa Mesa's 2021-2029 Housing Element.

**Table B-1** shows the City's 2021-2029 RHNA need by income category as well as a summary of the sites identified to meet that need. The analysis within this appendix shows that the City of Costa Mesa has the capacity to meet their 2021-2029 RHNA allocation through a variety of methods, including:

- Identification of development capacity on sites which either currently permit or will be rezoned to permit development of residential uses at or above 30 dwelling units per acre
- Identification of City owned properties suitable for the development of housing
- Future development of accessory dwelling units (ADUs)

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| Table B-1: Summary of RHNA Status and Sites Inventory (to be comprehensively updated following a No Net Loss analysis later in 2026) | | | | | |
|---|---|---|---|---|---|
| | Very Low Income* | Low Income | Moderate Income* | Above Moderate Income | Total |
| RHNA (2021-2029) | 2,919 | 1,794 | 2,088 | 4,959 | 11,760 |
| Units Constructed in Projection Period (Begins June 30, 2021) | 3 | 19 | 9 | 8 | 39 |
| Remaining Unmet RHNA | 2,916 | 1,775 | 2,079 | 4,951 | 11,721 |
| **Large Sites** | | | | | |
| Fairview Developmental Center | 575 | 345 | 690 | 690 | 2,300 |
| Sakioka Lot 2 | 120 | 60 | 120 | 900 | 1,200 |
| ~~Home Ranch~~ | ~~221~~ | ~~110~~ | ~~221~~ | ~~1,663~~ | ~~2,215~~ |
| Senior Center Housing Project | 40 | 20 | 0 | 0 | 60 |
| Pacific Arts Plaza and Town Center | 53 | 27 | 53 | 402 | 535 |
| **Total Potential Capacity - Large Sites** | ~~1,009~~ | ~~562~~ | ~~1,084~~ | ~~3,655~~ | ~~6,310~~ |
| **Overlays, Specific Plans, and Urban Plans** | | | | | |
| North Costa Mesa Specific Plan | ~~1,201~~ | ~~695~~ | ~~1,269~~ | ~~3,265~~ | ~~6,435~~ |
| SoBECA Urban Plan | 128 | 70 | 141 | 383 | 732 |
| Mesa West Bluff Urban Plan | 195 | 109 | 208 | 555 | 1,071 |
| 19 West Urban Plan | 115 | 64 | 123 | 335 | 640 |
| Harbor Mixed Use Overlay | 270 | 151 | 286 | 778 | 1,485 |
| **Total Potential Capacity - Overlays, Specific Plans, and Urban Plans** | ~~1,909~~ | ~~1,089~~ | ~~2,027~~ | ~~5,316~~ | ~~10,363~~ |
| **Projected ADU Construction** | | | | | |
| Projected ADU Construction | 97 | 168 | 117 | 8 | 391 |
| **Sites Inventory Total** | | | | | |
| Total Units towards RHNA | ~~3,015~~ | ~~1,819~~ | ~~3,228~~ | ~~8,979~~ | ~~17,042~~ |
| Total Capacity Over RHNA Categories | ~~103%~~ | ~~102%~~ | ~~155%~~ | ~~181%~~ | ~~145%~~ |
| *The City's Extremely Low Income (ELI) housing need is assumed to be 50% of the very low RHNA need for the planning period. | | | | | |

## 1. Approved Projects and Projects in the Pipeline

### *Approved Projects since June 30, 2022*

As shown in **Table B-1**, the City of Costa Mesa has approved residential development projects since the start of the projection period for the 6th Cycle. The projection period is the time in which development activity can count towards meeting the City's 6th Cycle RHNA need. Cities within the Southern California Association of Governments (SCAG) region can begin taking credit for the 6th cycle for development that was approved on or after June 30th, 2021. **Table B-2** contains projects that received approvals during that timeframe.

| Table B-2: Units Permitted | | | | |
|---|---|---|---|---|
| Address | Building Permit Number | Date Issued | Type | Income Category |
| 900 W 20th Street | BC21-00060 | 7/6/2021 | ADU | Low |
| 2994 Croftdon Street, Unit B | BC21-00123 | 7/7/2021 | ADU | Moderate |
| 1850 Paros Circle | BC20-00583 | 7/7/2021 | ADU | Moderate |
| 230 Sherwood Place, Unit B | BC20-00469 | 7/12/2021 | ADU | Low |
| 257 Knox Place | BC21-00228 | 7/16/2021 | ADU | Moderate |
| 2175 Tustin Avenue, Unit C | BC21-00121 | 7/20/2021 | ADU | Low |
| 2545 Westminster Avenue, Unit B | BC21-00225 | 7/20/2021 | ADU | Low |
| 281 E 20th Street | BC20-00376 | 7/27/2021 | SFR | Above Moderate |
| 281 E 20th Street, Unit B | BC20-00376 | 7/27/2021 | ADU | Low |
| 118 Magnolia Street, Unit B | BC21-00261 | 8/11/2021 | ADU | Low |
| 382 Ramona Way, Unit B | BC21-00110 | 8/11/2021 | ADU | Low |
| 700 W 20th Street, Unit D | BC21-00296 | 8/12/2021 | ADU | Very Low |
| 482 E 20th Street, Unit A | BC21-00321 | 8/13/2021 | ADU | Low |
| 2049 Monrovia Avenue, Unit B | BC21-00113 | 8/31/2021 | ADU | Moderate |
| 536 Caleigh Lane | BC19-00957 | 9/8/2021 | SFR | Above Moderate |
| 324 Costa Mesa Street, Unit B | BC20-00578 | 9/20/2021 | ADU | Low |
| 227 Mesa Drive, Unit B | BC21-00140 | 9/22/2021 | ADU | Moderate |
| 330 Ogle Street, Unit B | BC21-00355 | 9/27/2021 | ADU | Low |
| 379 E 19th Street, Unit B | BC21-00190 | 9/28/2021 | ADU | Low |
| 861 Joann Street, Unit B | BC21-00269 | 9/28/2021 | ADU | Moderate |
| 1951 Rosemary Place | BC20-00111 | 9/28/2021 | SFR | Above Moderate |
| 1951 Rosemary Place, Unit B | BC20-00111 | 9/28/2021 | ADU | Moderate |
| 1939 Continental Avenue, Unit B | BC21-00166 | 10/5/2021 | ADU | Very Low |
| 1984 Orange Avenue | BC21-00461 | 10/13/2021 | ADU | Moderate |
| 2510 Carnegie Avenue | BC21-00339 | 10/14/2021 | ADU | Low |
| 974 Linden Place | BC21-00137 | 10/14/2021 | ADU | Very Low |
| 2687 Elden Avenue, Unit B | BC21-00530 | 10/18/2021 | ADU | Low |
| 320 Colleen Place | BC21-00334 | 11/5/2021 | SFR | Above Moderate |
| 320 Colleen Place, Unit B | BC21-00333 | 11/5/2021 | ADU | Low |

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| Table B-2: Units Permitted | | | | |
|---|---|---|---|---|
| Address | Building Permit Number | Date Issued | Type | Income Category |
| 3078 Roanoke Lane, Unit B | BC21-00265 | 11/5/2021 | ADU | Moderate |
| 246 Cecil Place | BC21-00293 | 11/16/2021 | SFR | Above Moderate |
| 2014 Maple Avenue, Unit 108 | BC21-00534 | 11/22/2021 | ADU | Low |
| 2014 Maple Avenue, Unit 109 | BC21-00535 | 11/22/2021 | ADU | Low |
| 466 E 18th Street, Unit B | BC21-00408 | 11/23/2021 | ADU | Low |
| 257 Flower Street | BC21-00644 | 12/3/2021 | SFR | Above Moderate |
| 2458 Norse Avenue | BC21-00626 | 12/3/2021 | SFR | Above Moderate |
| 2845 Ellesmere Avenue, Unit B | BC21-00341 | 12/7/2021 | ADU | Low |
| 473 Ogle Street | BC21-00694 | 12/14/2021 | SFR | Above Moderate |
| 363 Rochester Street | BC21-00625 | 12/20/2021 | ADU | Low |

## *Projects in the Pipeline*

Development projects that are in the planning process but have not received land use approvals or building permit are considered "in the pipeline." For applications submitted for a land use approval, projects are considered "pending" until the necessary land use approvals are issued, at which point a project is deemed "approved." Once a building permit is issued, the project is identified as "building permit issued." When project construction is completed, and all necessary building safety inspections have been completed a certificate of occupancy or "final building permit" is issued.

Pursuant to the HCD Housing Element Site Inventory Guidebook Government Code Section 65583.2, for projects yet to receive their certificate of occupancy or final building permit, the element must demonstrate that the project is expected to be built within the planning period. The City believes that many of these "in the pipeline" housing units are likely to be developed within the planning period and could further the City's efforts in reaching its required RHNA, if/once developed. Although "projects in the pipeline" are not included as "candidate housing sites", they represent opportunities for future housing construction in Costa Mesa within the planning period. If/when these housing units are built, the units will count toward achieving the City's RHNA allocation as mandated by State law.

The below summary includes housing projects at various planning/development stages, and consist of potential housing developments of various sizes, types and housing affordability ranges. The summary includes recent housing projects that have been submitted for land use approvals at this time but are not yet "approved"; projects that are "approved" but no building permits have been issued or applied for; and other housing projects that City staff is working on in partnership with other entities or agencies to develop housing resources in the City.

- Senior Housing Project at the Senior Center (Jamboree Housing ENA) – On July 21, 2020, the City Council approved an Exclusive Negotiating Agreement (ENA) with Jamboree Housing Corporation in determining the feasibility, and potential terms, for the right to acquire a long-term leasehold interest in an approximately 0.90-acre portion of the parking lot at the Senior Center property to develop a senior housing project. The conceptual density study plans envisioned the potential for

60 senior affordable dwelling units at the site. An application for an Urban Master Plan Screening for the proposed project was submitted in November 2021 and staff continues to work with the applicant to bring the project forward for a decision.

- Urban Plan Screening Project (1711 & 1719 Pomona Avenue) – On November 16, 2021, the City Council considered an Urban Plan Screening of a Master Plan request for eight live/work units on a 0.46-acre lot. The proposed Master Plan includes a deviation request from the Urban Plan's live/work standards for minimum lot size. The urban planning screening process is the City's first stage of development review for projects proposed in mixed-use overlay districts. The Council generally supported the project's concept, including the request for a deviation from minimum lot size and provided the applicant guidance for the project proposal to include in a future application for Planning Commission consideration.
- Urban Plan Screening Project (1540 Superior Avenue) – On January 18, 2022, the City Council is scheduled to consider an Urban Plan Screening request for nine live/work units on a 0.44-acre lot. The Urban Plan screening process is the City's first stage of development review for projects proposed in mixed-use overlay districts. After the City Council screening, the applicant will use the City Council's guidance to include in a future application for Planning Commission consideration.
- One Metro West (1683 Sunflower Avenue) – The proposed project is a mixed-use development and consists of residential, specialty retail, creative office, and recreational uses. The project is proposed to include up to 1,057 dwelling units (anticipated to be rental units), 25,000 square feet of commercial creative office, 6,000 square feet of specialty retail, and 1.5-acres of public open space. The proposed development includes three multi-family residential structures with a maximum building height of seven stories; one stand-alone office building up to four stories in height; tenant-serving commercial retail space integrated into one of the residential structures; open space; landscaping; streetscape improvements; and a Class-I bike trail system on Sunflower Avenue providing access to the Santa Ana River Trail. The project was approved by City Council in 2021. The project includes 10 percent (106 units) of the residential development project component to be affordable (67 very low income units and 39 low income units) for 40 years. The proposed Project is subject to Measure Y, as codified in Article 22, Chapter IX of Title 13 (Zoning) of the Costa Mesa Municipal Code. Pursuant to Measure Y, after final approval by the City Council, including all CEQA review, the voters must then approve the Project.
- Costa Mesa Village (2540 Newport Boulevard) – Costa Mesa Village is an existing 97-unit SRO/efficiency development which was redeveloped many years ago from an existing motel. An application to update and amend the original entitlement (which allowed for the conversion of the former motel into an SRO/efficiency unit development) was submitted in November of 2021. The intent of the Conditional Use Permit amendment is to modify and update the conditions of the original entitlement while adhering to the City of Costa Mesa's recent SRO policy. The update will include revisions to enhance project housing and social services to qualified low-income individuals and persons with disabilities. Up to 23 of the 97 housing units are anticipated to be supported by Section a 811 subsidy administered by the California Housing Finance Agency (CalHFA) for persons with developmental disabilities, with the remaining units to continue as affordable housing units for individuals living/working in the City of Costa Mesa. The project is expected to be heard by the Planning Commission on January 24, 2022, with the final decision by the City Council thereafter.
- Project Homekey – On November 16, 2021, the City Council directed staff to collaborate with the County of Orange and associated development partners to submit application(s) for the Homekey Program grant funding for the acquisition, rehabilitation and conversion of one or two motel locations proposed for permanent supportive housing. City staff have been working with several existing motel owners of properties that range between approximately 40 to 90 units. The

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proposals will provide direct permanent supportive housing with funding from the City of Costa Mesa, the County and (if awarded) Homekey grant funds from the State. The target population for these units would include at risk or currently homeless individuals and seniors, age 62 and over, and chronic homeless individuals and couples, with a subset of the units for eligible persons that qualify for Mental Health Services Act (MHSA) programs. Because the City operates the 72 bed Bridge Shelter on Airway Avenue, the Homekey Program could provide a seamless opportunity to stabilize this most vulnerable population where supportive services are provided on site, in the expedited Homekey permanent supportive housing model.

- The Plant (765-767 Baker Street and 2972 Century Place) – This project consists of the proposed renovation of three existing commercial buildings (containing the former Car Mart and Plant Stand) totaling 19,100 square feet, for retail and restaurant uses surrounding a central courtyard area. In addition, new buildings are proposed consisting of two greenhouse structures which will contain food stall uses, and a four-story mixed-use building with 48 residential units, 14 live/work units, and 2,570 square feet of workshop/maker office space above a two-level parking structure. This project was approved by the City Council in 2019.
- Families Forward (Pomona Avenue) – Families Forward, founded in 1984, is committed to preventing and ending family homelessness in Orange County. Families Forward has acquired and is working on plans to rehabilitate and expand a multi-family property on Pomona Avenue. At completion, the project will include the interior and exterior renovation of the existing 6 units and the addition of 2 new accessory dwelling units that will collectively house 8 families at risk of, or experiencing, homelessness. Families Forward has submitted preliminary plans to the City and are working to advance construction plans which are expected to be submitted to the City for expedited review in January 2022. The project will be owned and operated by Families Forward but is being constructed as a collaboration between Families Forward and HomeAid of Orange County. Families Forward will provide wrap-around services to low- to moderate-income family residents and provide a case manager, housing resource specialist, and other professionals to build a plan toward self-sufficiency. The families will also receive supportive services such as counseling, career coaching and access to our food pantry.

  In 2020, Families Forward helped house and bring an end to homelessness for 15 Costa Mesa families (49 adults and children), with 33 Costa Mesa families accessing the Families Forward food pantry and taking another step towards stability. When complete, the Pomona project will serve as an entry point for families in and near Costa Mesa. Also, on November 17, 2020, the City Council approved a Subrecipient Agreement with Families Forward to establish a Tenant Based Rental Assistance (TBRA) program to assist qualified, very low-income households who are current residents of Costa Mesa (or households with strong community ties to Costa Mesa).

For a variety of reasons, not all projects in the pipeline complete the planning approval or building permit process and are built and occupied. However, these projects provide an indication of what future housing construction may include within the Housing Element planning period. As indicated above, City staff will continue to work with the aforementioned project applicants and other City housing efforts to reach the City's goals.

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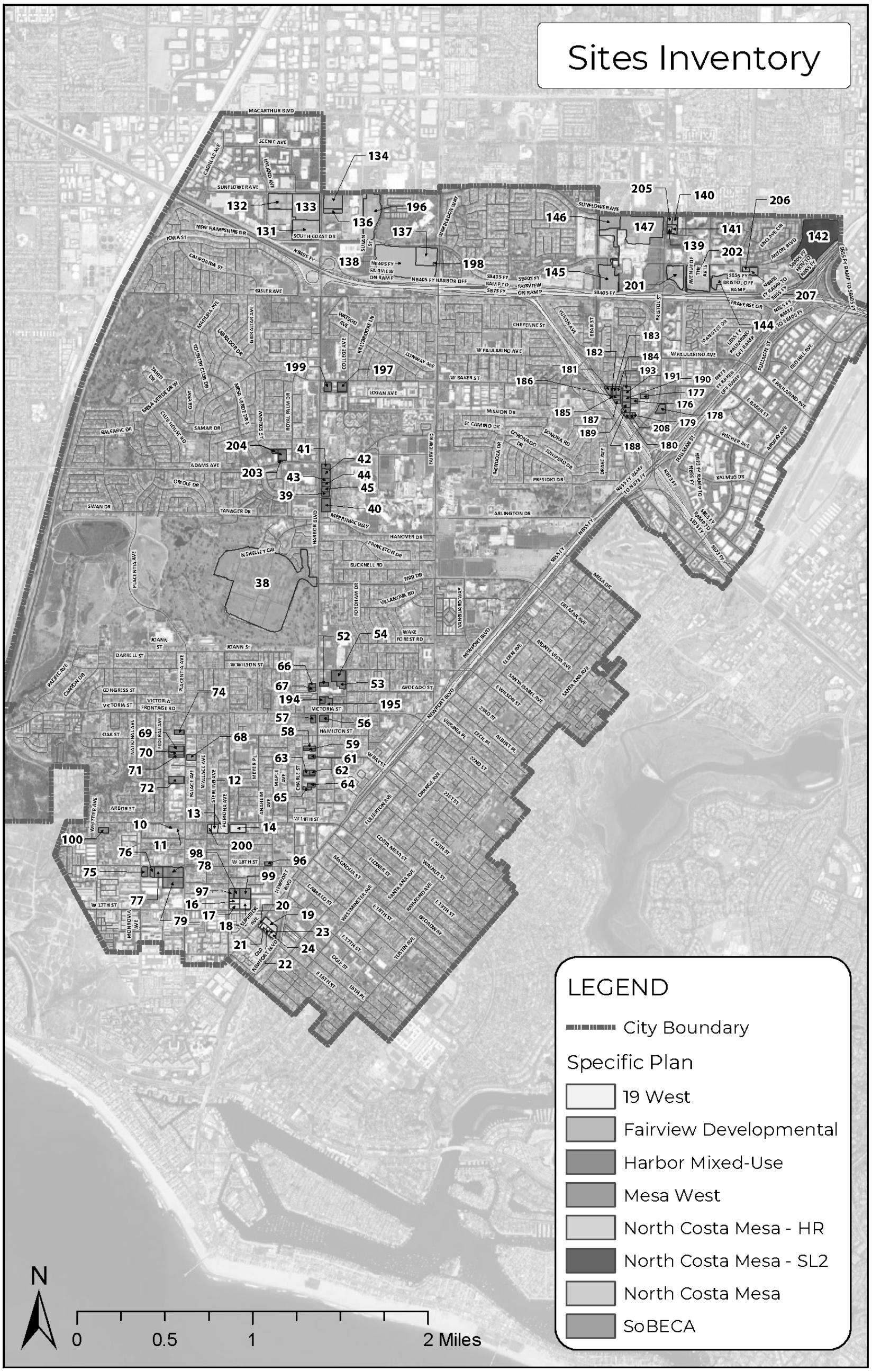
Figure B-1: Map of Candidate Housing Sites (All Income Categories)*

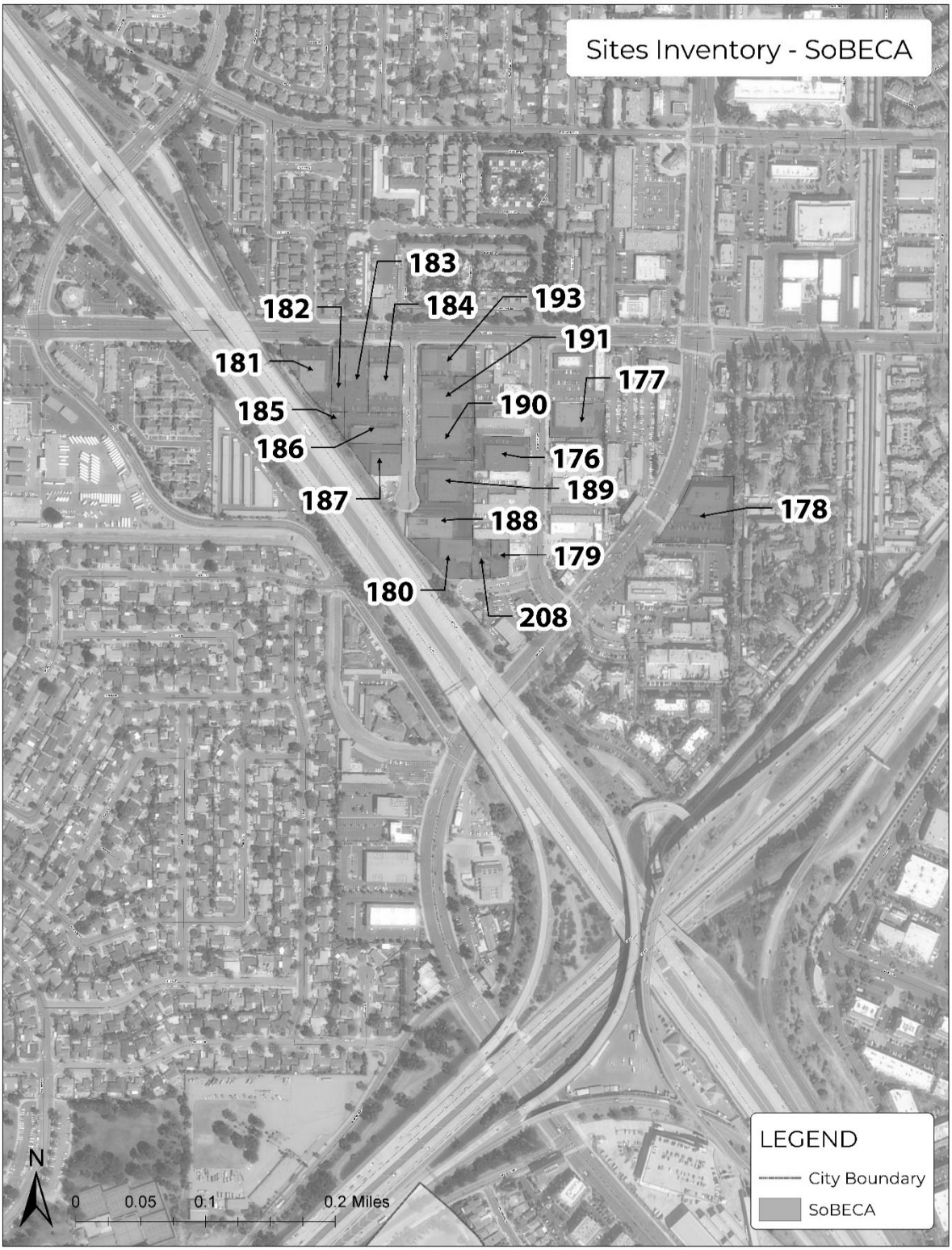
*Comprehensive Sites Inventory map update to be conducted following a No Net Loss analysis later in 2026.

Figure B-2: Map of Candidate Housing Sites (By Zoning)*




*Comprehensive Sites Inventory Zoning map update to be conducted following a No Net Loss analysis later in 2026.

Figure B-2: Map of Candidate Housing Sites (SoBECA Focus)



## 2. Selection of Sites

The City of Costa Mesa has identified sites with capacity to accommodate the 2021-2029 RHNA. The City has identified ~~99~~ parcels within a variety of different zones, specific plan areas, urban plans, and overlays. Each of these either currently permit residential development or will be amended per Programs 3B and 3C to permit residential development at the densities specified in Table B-5. The identified sites have been evaluated to determine the extent to which on-site uses are likely to redevelop within the planning period. It was found that a number of the existing uses (identified in Table B-5) are either permanently closed or available for lease. Many of the uses are in multi-tenant commercial centers with one ownership and most show little to no evidence of recent investment or redevelopment.

The City does not have access to most leasing information as these are generally private documents but has conducted an analysis to identify sites that show characteristics indicating they are likely to redevelop within the planning period. When possible, the City had discussions with property owners to determine interest in redevelopment for residential uses. The analysis also includes several letters of potential residential development interest in Appendix A.

### *Community Input on Sites Selection*

Community input was an important component of the sites identification and selection process. The City conducted multiple public outreach meetings, including district specific meetings where community members gave input on areas of importance within their district. This information was collected as notes on maps of each district and can be found in Appendix C. Community members also provided feedback on potential housing development types and focus areas on the online community survey. Additionally, draft versions of the sites inventory were discussed at both Planning Commission and City Council study sessions, with decision makers providing input and community members able to make public comments.

Lastly, the City held discussions with major property owners within the City to better understand their long-range plans for development of the properties under their ownership. The City used these discussions to more accurately determine potential unit yield and affordability assumptions for some of the identified candidate housing sites. Additional information is provided for specific properties in Table B-5.

## 3. Redevelopment of Non-Vacant Sites for Residential Uses

The City of Costa Mesa does not have sufficient vacant land available to accommodate fifty percent of their low/very-low income RHNA. To accommodate the need at all income levels, the City has analyzed sites within non-residentially zoned areas that permit residential development through Specific Plans, Urban Plans, or Overlays. The City also evaluated and included parcels not currently within Urban Plans which will be added when those Urban Plans are amended as part of Programs 3B and 3C.

As the City cannot accommodate 50 percent of the low/very low income RHNA, state law requires that the City analyze the following:

- Analysis of leases that would prevent redevelopment of the site,
- The extent to which existing uses may constitute an impediment to the future residential development within the planning period,
- The City's past experience with converting existing uses to higher density residential uses,

- Current market demand for the existing use,
- Development trends and market conditions, and
- Regulatory or other incentives to encourage redevelopment.

### *Lease Analysis*

Existing lease agreements on infill and non-vacant properties present a potential impediment that may prevent residential development within the planning period. State law requires the City to consider lease terms in evaluating the use of non-vacant sites, however the City does not have access to private lease agreements or other contractual agreements amongst parties because they are private documents. Therefore, the City has conducted an analysis to identify sites that show characteristics indicating they are likely to redevelop within the planning period, including past performance, an on-the ground existing use analysis and a market analysis to understand cost of land, construction, and development trends in Costa Mesa.

### *Experience Developing Non-Vacant Sites for Residential Uses*

As part of the candidate housing sites analysis, the City has evaluated recent projects that have redeveloped within non-residentially zoned areas that included residential units. Those projects, including the zoning, use prior to redevelopment, and a project analysis of the approved development plan, are shown in Table B-3. The City's analysis showed that prior uses on these redeveloped sites were similar in nature to the existing uses on sites identified within the sites inventory in Table B-6. Based on the information provided in Table B-3, the City has created a classification system for sites with characteristics that are applicable to the candidate sites inventory. The intent of this classification system is to draw parallels from past development and local knowledge and trends in development to the potential future development of the candidate housing sites identified. These classifications are based in real past development that has occurred within the City and while some comparisons may not be an exact match for the sites identified, they show a strong correlation with the understanding that every parcel is unique in terms of site characteristics, existing use, ownership, and other factors which can affect future development. The development classes are generally defined as:

- **Development Class A:** Uses on these sites prior to redevelopment included either light industrial or office type uses. These are areas that previously served commercial or office businesses and have redeveloped throughout the city based on property owner interest and market trends. This also includes uses within the SoBECA Urban Plan area.
- Development Class B: Uses on these sites prior to redevelopment included self-storage, vehicle storage, and industrial uses. Many of these sites are located within the Mesa West or 19 West Urban Plan areas which covers a large portion of the industrial areas within the City.
- Development Class C: Uses on these sites prior to redevelopment included primarily commercial uses along Harbor Boulevard or another major city commercial corridor. These projects are typically in a mixed-use setting, whether within the same development or directly adjacent. Many of these sites are within the Harbor Mixed-Use Urban Plan area.
- Development Class D: These sites are motel conversions within the City. The City is continuing to pursue Project Homekey funds to encourage redevelopment of specific motels within the City in coordination with property owners and operators of these buildings.
- EX: Existing proposed project or anticipated project.

The City has also conducted a parcel specific analysis of existing uses for each of the identified sites. This analysis of existing uses, including indicators of a likelihood that the existing use will redevelop within the next eight years, are provided in Table B-6. This analysis is based on information readily available to the City and research that can be found through online research. The City does not always have access to private lease information but has included information that property owners have shared regarding individual sites.

The following residential development projects have been constructed on parcels that were either non-residentially zoned or had an existing non-residential use on-site within Costa Mesa.

Table B-3: Example Development of Non-Vacant Sites for Residential Uses

| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
|---|---|---|---|---|---|
| 125 Baker St. | 240 | PDR - HD | Industrial use | This development is a 240-unit wrap apartment complex on a 4.2-acre parcel in a largely industrial and office area of Costa Mesa. The project was built at a density of approximately 57 du/ac. The site was previously a light industrial and office uses use similar to some of the identified candidate housing sites. The project was rezoned from CL to PDR-HD. | A |
| 1957 Newport Blvd. | 38 | PDR - HD | Self-storage use and trailer storage lot | This development is a 38-unit condominium project along the Newport Blvd commercial corridor. The site was previously a self-storage and trailer storage use similar to some of the identified candidate housing sites. The project was rezoned from C1 to PDR-HD. | B |
| 2277 Harbor Blvd. | 200 | PDR - HD | Motel use | This development is a 200-unit apartment complex on a previous motel use site. This development is located on Harbor Boulevard and shares many existing characteristics with sites identified within this corridor in the candidate sites inventory. The project was rezoned from C1 to PDR-HD. | D |
| 671 W. 17th St. | 177 | MG | Brownfield development (Argotech Industries) | This development is 177 live/work and loft residential units and was developed on a site that was previously largely surface parking area. This site is in the Mesa West Urban Plan area and adjacent to some of the sites identified within the candidate housing sites analysis. This project also shares many existing use characteristics with those identified sites. | B |
| 1620 and 1644 | 89 | MG | Industrial use (Ametek | This development is 89 live/work residential units on a former industrial use site in the | B |

| Table B-3: Example Development of Non-Vacant Sites for Residential Uses | | | | | |
|---|---|---|---|---|---|
| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
| Whittier Ave. | | | Aerospace and Defense) | Mesa West Bluffs Urban Plan area. Similar to 671 W. 17th Street, this site shares many geographic and existing use characteristics with sites identified in the candidate housing sites analysis. | |
| 1500 Mesa Verde Drive East | 215 | PDC | Vacant commercial area | This development is 215 senior apartments developed at four stories along Harbor Boulevard directly adjacent to existing commercial uses. This project is an example of the types of horizontal mixed-use projects that the City anticipates may develop along Harbor Boulevard and matches assumptions made in the Housing Element. | C |
| 1527 Newport Boulevard | 40 | C2 & MG | Industrial uses, including boat and automobile repair | This development is 40 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 132, 134, 140 Industrial Way | 22 | C2 & MG | Industrial uses, including boat and automobile repair | This development is 22 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 1677-1985 Superior Avenue | 49 | C2 & MG | Gas station and a mixture of commercial and industrial uses. | This development is 49 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the 19 West Urban Plan area and previous uses are consistent with sites identified within the sites inventory. | B |
| 2025 Placentia Avenue | 36 | MG | Commercial and industrial uses, including storage and repair for boats | This development is 36 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the Mesa West Bluffs Urban Plan area along Placentia Avenue and previous uses are consistent with sites identified within the sites inventory. | B |
| 2095 Harbor Boulevard | 29 | PDC | Commercial buildings and gas station which had been vacant for several years. | This development is 28 single-family homes with live/work potential, including ground floor commercial/office workspaces and two stories above for residential. This development is in the Harbor Mixed Use Urban Plan area along Harbor Avenue and | C |

| Table B-3: Example Development of Non-Vacant Sites for Residential Uses | | | | | |
|---|---|---|---|---|---|
| Project Address | Dwelling Units | Zoning | Use Prior to Redevelopment | Project Analysis | Development Class |
| | | | | previous uses are consistent with sites identified within the sites inventory. | |
| 1672 Placentia Avenue | 32 | MG | Boat yard and industrial building | This development is 32 live/work units with ground floor commercial/office workspaces and two stories above for residential. This development is in the Mesa West Bluffs Urban Plan area along Placentia Avenue and previous uses are consistent with sites identified within the sites inventory. | B |

This analysis of recent sample development projects shows that residential development occurs within the City on sites that have existing non-residential uses. As indicated in the analysis notes, these example sites share many characteristics with the candidate housing sites in **Table B-6.** This demonstrates that there is development potential on these sites as well as interest in developing these types of sites for residential uses within Costa Mesa.

### *Existing Uses on Candidate Sites and Redevelopment Opportunity*

The City has identified and analyzed existing use on candidate sites in **Table B-6** below. As the City is a built-out community, consisting mainly of commercial retail, industrial and single-family housing, a primary goal was to identify sites compatible for the development of multifamily and mixed-use housing as well as not displace existing residents. Therefore, the City identified the best possible sites with the most feasible opportunity for redevelopment over the next 8 years. ~~In additional to the analysis in **Table B-6** the City utilized locally available SCAG data to identify the following key indicators that the sites included for low and very low-income opportunity are the most appropriate:~~

~~Nine percent of the sites are within areas identifies as Highest Resource by the TCAC~~

~~55 percent of the sites are within areas identified as moderate resource~~

~~On average, there are 90 healthcare facilities within a one-mile drive from the identified sites~~

~~On average, there are 4 grocery stores or markets within a one-mile drive from the identified sites~~

~~97 percent of the sites identified are within a High-Quality Transit area, meaning the 97 percent of sites are within one half mile of a well serviced transit stop or a transit corridor with 15 minute or less service frequency during peak commute hours.~~

### *Housing Market Analysis*

In addition to an on-the-ground existing use analysis, the City of Costa Mesa has market conditions to facilitate the redevelopment of non-vacant sites for residential. **Table B-3** above shows that a total of 1,167 dwelling units have been constructed through redevelopment in the City. Additionally, a California Association of Realtors report for Historic Housing trends shows that the average time a unit spends on the market in Orange County is just 18.6 days in the last four years (2017-2021) and just 13.3 days in the last

two years.[1] Specifically in Costa mesa, homes spent just over one month on market and the sale-to-list price ratio was 100.14%, indicating a sellers' market and the need for more housing.[2] According to the New Homes Directory (online resource), historical Housing Market data, the average price for an attached unit, 1,500 square feet or less, increased by 48 percent over the last planning cycle ($434,87 in 2014 to $645,000 in 2021).[3]

Additionally, the according to the CAR Current Sales and Price Statistical Survey, the median cost of a home for sale in Orange County increased by 20 percent from 2020-2021 (from $930,000 in October 2020 to $1,120,000 in October 2021).[4] The indicators above signify an increased market demand for new housing.

## *4. Development of Small Site Parcels*

The City of Costa Mesa has identified several candidate housing sites that are smaller than half an acre in size. Assembly Bill 1397 identifies general size requirements for candidate housing sites of greater than half an acre and less than 10 acres in size. The City has only identified sites smaller than half an acre which show the likelihood of redeveloping in conjunction with other parcels which collectively meet the half acre requirement or where the property owner/developer has provided a draft development proposal to the City. The likelihood of redevelopment was based primarily on common ownership amongst adjacent parcels which share a property line. In most instances, these parcels are currently developed as a single use and it is reasonable to anticipate that the collection of parcels will redevelop as one new development to maximize efficiency and design of the new use. Candidate sites less than half an acre in size represent a small portion of the City's overall RHNA need. ~~A total of nine sites comprise the potential for 114 units, which is 1 percent of the City's total RHNA need for the period of 11,760.~~

The potential candidate sites which are anticipated to be consolidated into a single development are identified within **Table B-6**.

The candidate sites that are smaller than half an acre are shown in **Table B-4** below along with descriptions of their likelihood to redevelop that go beyond the descriptions in **Table B-6**.

[1] Median time on Market of Existing Detached Homes, Historical Data, California Association of Realtors (CAR), Accessed online: December 9, 2021. https://www.car.org/marketdata/data

[2] Realtor.com, Housing Market Summary, Costa Mesa. Accessed Online: December 9, 2021. https://www.realtor.com/realestateandhomes-search/Costa-Mesa_CA/overview

[3] New Homes Directory.com, Historical Housing Report in Costa Mesa, Accessed Online: December 9, 2021. https://www.newhomesdirectory.com/California/Costa_Mesa/historical-housing-report

[4] Current Sales and Price Statistics, California Association of Realtors (CAR), Accessed online: December 9, 2021. https://www.car.org/marketdata/data

| Table B-4: Analysis of Candidate Housing Sites Under 0.5 acres | | | | | |
|---|---|---|---|---|---|
| APN | Unique ID | Address | Specific Plan/Urban Plan Area | Size (Ac) | Use Description |
| 418-181-11 | 210 | Bristol St. (to be assigned) | N/A | 0.43 | The subject property is a surface parking lot. The property owner/developer provided a pre-application and rezoning application for a 10-unit residential development project. In February 2026, the property owner/developer requested to have the site added to the Housing Element. |
| 42543103 | 20 | 1666 Superior Ave | 19 West | 0.29 | These are all adjacent parcels in a contiguous block bounded by E 16th Street, Superior Avenue, E 17th Street, and Newport Blvd. All parcels within this block have been identified as candidate housing sites and total 4.70 acres. Sites 22 and 23 are owned by the same property owner. The existing uses are all car-related industrial uses which are single-story.<br><br>As shown in **Table B-2**, the City worked with property owners of parcels along Industrial Way (Specifically 132, 134, and 140 Industrial Way, less than a quarter mile southwest of these identified parcels) to facilitate the development of residential uses on parcels previously occupied with the same types of uses as these three parcels (boat and auto repair uses). These parcels are located within the 19 West Urban Plan area and are permitted to develop in the same manner as the parcels along Industrial Way. |
| 42543105 | 22 | 126 E 16th St | 19 West | 0.42 | |
| 42543106 | 23 | 126 E 16th St | 19 West | 0.35 | |
| 41817101 | 208 | 754 Saint Clair St | SoBECA | 0.27 | These parcels are occupied by warehouse and light industrial uses within the SoBECA Urban Plan area. The SoBECA Urban Plan focuses on residential as a mixed-use component and promoting the development of residential in addition to the existing commercial anchors in the Mall and the Camp. The City has established Program 3D to update the Urban Plans within the City to focus more heavily on residential uses at the identified densities.<br><br>As identified in **Table B-2**, the City developed Baker Block on industrial parcels which previously occupied similar light industrial uses in a largely industrial corridor approximately one-third of a mile from the |
| 41817102 | 179 | 752 Saint Clair St | SoBECA | 0.26 | |
| 41820202 | 182 | 841 Baker St | SoBECA | 0.33 | |
| 41820205 | 185 | 2969 Century Pl | SoBECA | 0.09 | |
| ~~13931321~~ | ~~203~~ | ~~1590 Adams Ave~~ | ~~SoBECA~~ | ~~0.27~~ | |

| Table B-4: Analysis of Candidate Housing Sites Under 0.5 acres | | | | | |
|---|---|---|---|---|---|
| APN | Unique ID | Address | Specific Plan/Urban Plan Area | Size (Ac) | Use Description |
| | | | | | SoBECA area. These uses have similar historical context and assumptions have been tied to this project and others as examples of redeveloping these types of uses for residential within industrial areas. |
| ~~14004183~~ | ~~198~~ | ~~N/A~~ | ~~North Costa Mesa~~ | ~~0.23~~ | ~~This parcel is part of the overall Home Ranch parcel described in the Large Site analysis in the following section. Home Ranch is currently a mostly vacant site within the North Costa Mesa Specific Plan area that has an existing development agreement and is currently planned for residential development. The City has actively worked with the property owner throughout the 6th Cycle Housing Element update process to identify an appropriate number of residential units to allocate towards the site. The property owner has indicated they intend to develop residential uses on the Home Ranch site and they are permitted to alter their development agreement or develop outside of it, meaning there are no unit caps in place.~~<br><br>~~While this individual parcel is less than half an acre, it is in common ownership with the larger Home Ranch site which exceeds the half acre standard. This parcel is currently vacant.~~ |

Additionally, Policy LU-2.10 of the City of Costa Mesa's Land Use Element within the General Plan promotes lot consolidation of residential properties. While the sites identified in the table above are commercial in nature, the intent of the policy remains effective in consolidating smaller parcels towards the creation of a larger residential development.

## 5. Development of Large Site Parcels

The 2021-2029 sites inventory includes several sites that are larger than 10 acres. These sites exceed the AB1397 size requirement and require additional analysis. The following background and analysis relates to each site in the inventory that exceeds that inventory. The City has conducted meetings with each of these major property owners to determine their future interest in developing housing on the identified properties. These properties when developed pursuant to the densities included within this Housing Element would be subject to the City's inclusionary housing requirements which are in process and anticipated to be adopted per Program 2A. This supports the City's assumptions of affordability on the sites described below. The housing element also includes Program 3R which commits the City to take actions to promote the development of large parcels at the densities and affordability levels identified

within the housing element. There are no unit caps within the City which would limit the number of units which can be developed on these sites. That is subject to the densities provided within the City's zoning code.

### *Fairview Developmental Center*

The Fairview Developmental Center (FDC) is a State-owned property that is approximately 109 acres in size and located on Harbor Boulevard within Costa Mesa. The FDC currently serves as one of the largest residential facilities for developmentally disabled persons in the State of California. The FDC was previously identified in the City's 5th cycle Housing Element (2013-2021) and the City has continued discussions with the State to determine the potential residential yield of the area taking into consideration the existing uses.

In January 2020, the Costa Mesa Fairview Developmental Center Ad Hoc Committee met to discuss potential development yields for the site. The Committee presented a report to the City Council which summarized its strategic engagement in the development of the local vision, priorities, and reasoning behind the stated preliminary vision of a solutions-based, housing-first model for the site. The Committee took into consideration the City's recent efforts to open a homeless shelter and identified opportunities for permanent supportive housing and integrated workforce housing within the City. Conceptual yield studies and draft plans have also been compiled for the property and helped to inform development capacity assumptions. There are no current development agreements or density caps on the property as residential uses are not currently permitted. The City will need to come to an agreement with the State of California for future use of the site and then solicit input from the development community on potential entitlement, likely through a competitive bid process. The City is confident that there is significant interest in redeveloping the property once it becomes available based on informal discussions with developers during the housing element update process.

FDC was discussed multiple times in public workshops by local housing advocacy groups in support of residential uses on the site for primarily affordable housing developments and workforce housing. The City has established Program 3B to work with the State of California to establish the FDC area as a mixed-use village that prioritizes housing and promotes development at the densities and affordability levels identified within this housing element. As stated in Program 3B, the City envisions a two-year process to negotiate future residential development use on the site. If not established within two years, the City will identify additional sites to accommodate a potential shortfall in sites to accommodate the remaining RHNA.

The City's 6th Cycle analysis includes an assumption of 2,300 dwelling units broken down into the very low, low, moderate, and above moderate-income categories.

### *Sakioka Lot 2*

Sakioka Lot 2 is a 30.93-acre site located north of the 405 Freeway with General Plan Land Use designation that allows up to 660 residential units, 863,000 Square feet of office or retail use and a Floor Area Ratio of 1.0. The property is also located in the North Costa Mesa Specific Plan.

The site is currently under a development agreement (DA) that was recently extended for ten years until May of 2031. The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas. This development would occur pursuant to the new densities identified within the Housing Element, which may lead to the development of more units than currently established under the DA. The property owner and City could

potentially amend the current DA or the property owner may develop outside of the DA but under the zoning requirements of the North Costa Mesa Specific Plan in order to achieve more than 660 residential units in the future. Therefore, the existing DA does not present a cap or restriction on the future number of potential units on the Sakioka Lot 2 parcel. Furthermore, there are not affordability caps within the current DA which would limit the number of units which may be affordable. The City's 6th Cycle analysis includes an assumption of 1,200 dwelling units broken down into the very low, low, moderate, and above moderate-income categories. The property owner has expressed interest in communications with the City in developing for residential uses within the 8-year planning cycle.

~~*Home Ranch*~~

~~Segerstrom Home Ranch is a 43-acre site located north of the 405 Freeway with a General Plan land use designation that allows up to 1.2 million square feet of office and up to 0.64 Floor Area Ratio. The property is also located in the North Costa Mesa Specific Plan. The site is currently under a development agreement that was executed in 2002 and extended in 2010 for additional 20 years until July of 2030.~~

~~The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas. The property owner has expressed that there are future scenarios which consider fully developing the site for residential uses with some support commercial, which exceeds the assumptions in the housing element. The City conservatively analyzed the potential for a range of uses on the Home Ranch site. This would require a modification of the existing DA, which is possible with property owner and City support. The City's 6th Cycle analysis includes an assumption of 2,215 dwelling units broken down into the very low, low, moderate, and above moderate-income categories. The property owner has expressed interest in communications with the City in developing for residential uses within the 8-year planning cycle.~~

~~*South Coast Plaza*~~

~~South Coast Plaza is a large regional mall in the North Costa Mesa area. The mall has ample surface parking and as of adoption of this Housing Element, has a large, big box component which is currently vacant. The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas. The sites analysis makes a conservative potential redevelopment assumption of approximately 15 acres of the 128-acre property.~~

~~The City's 6th Cycle analysis includes an assumption of 1,959 dwelling units broken down into the very low, low, moderate, and above moderate-income categories.~~

*Pacific Arts Plaza*

Pacific Arts Plaza project is an 18.3-acre site located in South Coast Plaza Town Center currently developed with a variety of office buildings and restaurants. The site is designated Cultural Arts Center (CAC) by the General Plan and has a zoning designation of Town Center (TC). The property is also located in the North Costa Mesa Specific Plan. Portions of the site are under a Development Agreement. The existing development approvals referenced in the original Development Agreement that allows for a maximum Floor Area Ratio (FAR) of 1.55 and maximum building square footage of 1,227,978. The Development Agreement was recently extended for two years and will expire in August of 2023. The City has had continued discussions with the property owners who have indicated there is the potential for future housing development on the site in strategic areas.

~~The City's 6th Cycle analysis includes an assumption of 535 dwelling units broken down into the very low, low, moderate, and above moderate income categories.~~

## 6. Accessory Dwelling Units

Accessory dwelling units, or ADUs, are housing units which may be developed in addition to an existing single- or multi-family residential use. These housing units can be free-standing or attached to a primary structure and are intended to provide additional housing on an existing residential lot. Often ADUs provide housing for family members or are rented to members of the community.

As a result of new legislation and an increased effort by the City to promote ADUs, the City has seen an increase in applications so far in 2022. The City approved/permitted the following number of ADUs since 2018:

- 2018 – 4 ADUS
- 2019 – 6 ADUS
- 2020 – 19 ADUs
- 2021 – 43 ADUs
- 2022 – 68 ADUs

Of the 41 permits issued in 2021, 1 was available at the extremely-low income level, 3 were available at the very-low income level, 25 were available at the low-income level, and 12 were available at the moderate income level. As of the end of April 2022, the City of Costa Mesa has seen an increase in ADU activity. The City has approved and is in the process of issuing permits for 27 ADUs through approximately one-third of the year. Projected out over 2022, this demonstrates the continued trend of ADU growth and puts the City on pace for 81 approved ADUs in 2022. This exceeds the City's 2022 projection of 50 units by 31 units and positions the City well to exceed its projected ADUs within the planning period.

In compliance with State law, ADUs are allowed in all zones that allow single dwelling unit or multiple dwelling unit development. Junior Accessory Dwelling Units (JrADUs) are permitted only in single dwelling unit zones.

The City of Costa Mesa has determined based on past performance that it is appropriate to anticipate the development of 391 accessory dwelling units from 2021 to 2029 (approximately 50 per year through the planning period). Approximately 265 of these units are anticipated to be affordable at the low and very-low-income categories. A total of 117 ADUs are anticipated to be affordable at the moderate-income level and 8 ADUs are anticipated at the above moderate-income level. This affordability estimation is based on guidance from SCAG and HCD based on surveys of existing ADUs in the SCAG region between April and June 2020. Another local factor that contributes to the City's anticipated overall ADU growth expectations is that the City's ADU provisions are more flexible than the State ADU regulations, and therefore are more desirable for ADU development. For example, the State's minimum standard related to ADU required parking is that ADU's located within 500 feet of certain transit areas are not required to provide parking, whereas the City's ADU standards allow ADUs to be constructed without any parking regardless of location. Also, the State's minimum standard related to ADU height is that a local ADU ordinance shall allow an ADU

height a minimum of 16 feet, whereas the City's ADU height standards allow a building height of 27 feet. Lastly, the State's minimum floor area requirement for ADUs is 850 square feet for studio units and 1,000 square feet for one-bedroom units, whereas the City's ADU floor area standards allow for larger ADUs in that a detached ADU can be constructed up to 1,200 square feet, and an attached ADU may be the greater of 1,000 square feet or 50 percent of the size of the existing residential unit.

The City performed a trend analysis looking at the growth in ADUs from 2018 – 2021. That analysis is shown in the table below.

| Table B-5: ADU Assumption Analysis (2018 – 2021) | |
|---|---|
| Year | ADU Permitted (2018-Based Strategy) |
| Projection Period Total: | *390* |
| *2028* | *50* |
| *2027* | *50* |
| *2026* | *50* |
| *2025* | *50* |
| *2024* | *50* |
| *2023* | *50* |
| *2022** | *68* |
| *2021** | *43* |
| 2020* | 19 |
| 2019* | 6 |
| 2018* | 4 |
| "*" indicates actual permitted ADUs within that year. | |

As shown in Table B-4, Costa Mesa has seen sustained increases in ADU production each year since 2018 with the lowest being a 50% increase between 2018 and 2019 as new State laws and local processes were not common knowledge amongst homeowners. The City expects that they while ADU production is likely to continue to increase year after year, there may be some drop off in that increase as more property owners develop ADUs. The City anticipates approximately 50 ADUs will be permitted per year for the remainder of the planning period.

A further indication of this is recent development trends observed by the City. Planning staff recently received and processed a development which included 13 ADUS which were conversions of existing garages. These units ranged from 152 to 363 square feet and consisted of a studio unit arrangement with one bathroom. This is a direct result of two actions: (1) developers and local property owners becoming educated on the new ADU laws and (2) the City of Costa Mesa making diligent efforts to discuss ADU potential and provide informational materials to the community. In addition to the methodology and concrete local data presented above, the City understands that ADU trends may change. In response, the housing element includes Program 3M to monitor ADU production every two years and has stated actions should production not match the anticipated amount in the housing element.

To assist in furthering the recognition and understanding of ADUs potential within Costa Mesa and reach the City's ADU development projections, Costa Mesa has included Program 3E, which identifies actions the City will take to promote and incentivize the development of ADUs during the planning period. As outlined in the program, these actions include:

- Coordinating with the County on implementation of a permit-ready ADU program
- Post a user-friendly FAQ on the City's website to assist the public with the general questions.
- Waiving specific permitting fees to make ADU development more feasible
- Creating an expedited plan check review process to ease the process for homeowners
- Research potential State and Regional funding sources for affordable ADUs and make the information found publicly available to homeowners

### 7. Water, Sewer, and Dry Utility Availability

Each site has been evaluated to ensure there is adequate access to water and sewer connections as well as dry utilities. Each site is situated with a direct connection to a public street that has the appropriate water and sewer mains and other infrastructure to service the candidate site. The City has sufficient total water and sewer capacity (existing and planned) to accommodate the 2021-2029 regional housing need. The City plans for future housing growth through the Mesa Water District Urban Water Management Plan (UWMP). This was most recently updated in 2020. Future sewer capacity is planned for through the Costa Mesa Sanitary District Sewer System Management Plan (SSMP), which was most recently amended and recertified by the Board of Directors in January 2021.

## B. Calculation of Unit Capacity

This section contains a description of the candidate sites identified to meet Costa Mesa's RHNA need at all income levels. The full list of these sites is presented in Table B-6.

### 1. Realistic Capacity and Affordability Calculations

Costa Mesa's 2021-2029 Housing Element sites analysis assumes that each identified candidate housing site will develop with at a range of income levels. Primarily, it is assumed that sites identified within Table B-6 will redevelop with the following affordability characteristics:

- 30% of units available to residents in the low and very low-income categories
- 20% of units available to residents in the moderate-income category
- 50% of units available to residents in the above moderate-income category

Costa Mesa recognizes that not all sites within the inventory will develop such that they meet these affordability assumptions ~~and has included a 37% buffer on the total number of units to assist in accommodating potential differences in future housing development~~. ~~This buffer is to accommodate the potential that sites may develop for 100% nonresidential uses, however recent development within Costa Mesa has indicated that is unlikely.~~ The following developments have all occurred recently within the City's urban plans, specific plans, overlays, or on non-residentially zoned sites. Many of these are described in more detail in Table B-2.

- 2277 Harbor Blvd – Previous motel use that underwent a rezone from C1 to PDR-HD and developed as a fully residential project with 200 apartment units.
- 671 W 17th Street – Previous industrial brownfield site in the Mesa West Bluff Urban Plan which developed as a fully residential project with 177 live/work units.

- 1620 and 1644 Whittier Avenue – Previous industrial use in the Mesa West Bluff Urban Plan which developed as a fully residential project with 89 live/work units.
- 1500 Mesa Verde East Drive – Commercially zoned parcel along Harbor Boulevard which developed as a fully residential project with 215 senior apartments.
- Brickyard East and West – Previous industrial warehouse uses along Placentia Avenue which developed as a fully residential project with 29 townhouse units.

Consistent with local housing market trends data presented earlier in this appendices, the City of Costa Mesa is seeing an increase in residential development and rarely receives requests for fully non-residential uses in the area identified within the candidate housing sites analysis.

The City has established goals and programs within the Housing Element aimed at identifying funding opportunities and partnering with the development community to increase the amount of affordable housing built in future developments. If the City is able to identify partnerships leading to fully affordable projects, that would also help to cover any potential shortfall in capacity in any of the four income categories. The City of Costa Mesa recognizes that should a "No Net Loss" situation occur, they will be required to identify additional sites and has analyzed additional potential housing sites within the Housing Element's environmental clearance document.

There are several candidate housing sites in which the affordability assumptions differ from those presented above. Those sites include:

- APN 418-181-11 (address to be assigned). This site was developed as a surface parking lot. The property owner/developer has applied for a pre-application and rezoning to accommodate a ten-unit residential development with one low income unit. The other nine units are assumed to be affordable to above moderate income households.
- Costa Mesa Senior Housing Project (APN 424-211-01). This site is owned by the City of Costa Mesa who has had previous discussions with a developer on a fully affordable project on this site. This site assumes 60 units which are all affordable at the lower income levels.
- Fairview Developmental Center. This site is analyzed previously in the large site analysis portion of this appendices. This site is owned by the State of California and the City anticipates working in collaboration with the State to support the goal of developing affordable housing. The City has assumed that approximately 40% of the units on this site will be available to residents at the lower income levels, while 30% will be available to residents at the moderate-income levels. The remaining units are anticipated to be market-rate.
- Sakioka Lot 2. The City has conducted outreach meetings with this property owner and determined that it is realistic to assume that 15% of future units on this site may be available to residents at the lower income levels. This site has an existing development agreement.
- ~~Home Ranch. The City has conducted outreach meetings with this property owner and determined that it is realistic to assume that 15% of future units on this site may be available to residents at the lower income levels. This site has an existing development agreement.~~
- Pacific Arts Plaza and Town Center. The City has conducted outreach meetings with this property owner and determined that it is realistic to assume that 15% of future units on this site may be available to residents at the low and very-low income levels. This site has an existing development agreement.

## 2. Specific Plan, Urban Plan, and Overlays

As identified in Programs 3B and 3C, of the Housing Plan (Chapter 4), the City will be modifying some of the existing Specific Plans, Urban Plans, and Overlays within Costa Mesa. The densities identified in Table B-6 reflect revisions to many of these areas to permit residential development at a higher density than what the current zoning permits as of adoption of this document. As noted, the City has three years to complete these zoning amendments. The City is proposing to either analyze or modify the following areas:

- North Costa Mesa Specific Plan
- 19 West Urban Plan
- SoBECA Urban Plan
- Mesa West Bluff Urban Plan
- Residential Ownership Urban Plan (Propose to Remove)
- Residential Incentive Overlay
- Harbor Mixed-Use Overlay

These areas, with the exception of the Residential Ownership Urban Plan, which is proposed to be removed, will be modified through Programs 3B through 3C to permit residential development at or above the default density for Costa Mesa of 30 dwelling units per acre. When considering appropriate densities, the City held outreach meetings with members of the community, decision-makers, the development community, and major property owners. As part of these meetings, the City discusses and analyzed what densities were appropriate to maintain the character of the surrounding neighborhoods while also presenting the opportunity for future residential development that can realistically facilitate the development of units available at the lower income levels.

The City will continue to conduct community outreach post adoption of the Housing Element to discuss potential revisions to development standards within these areas with the goal of effectively planning for future affordable housing. Densities established as a part of future zoning changes must accommodate the densities shown in Table B-6 for the sites identified.

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-202-02 | 12 | 719 W 19th St | PANGE MARC C TR PANGE REVOC TR | C1 | G | 4 | 19 West | 1.29 | 50 | | | Yes | 64 | 12 | 7 | 12 | 34 | Small commercial uses in a strip mall center. Approximately half of the parcel is surface parking and property abuts a major transportation corridor (19th Street). Shopping Center shows no recent sign of renovation. | 12,509 | 70,028 | 18% | C |
| 424-202-03 | 13 | 707 W 19th St | MUNOZ FAMILY PROPERTIES LLC | C1 | G | 4 | 19 West | 2.00 | 50 | | | | 99 | 18 | 10 | 19 | 52 | Existing single-user (Smart&Final) with large surface parking lot. Potential to redevelop for mixed-use adjacent to major transportation corridor (19th Street). | 20,404 | 108,723 | 19% | C |
| 424-211-01 | 14 | 695 W 19th St | CITY OF COSTA MESA | C1 | G | 5 | 19 West (Senior) | 2.66 | 50 | | | | 60 | 40 | 20 | 0 | 0 | Proposed Senior Center Housing project. | 16,181 | 144,946 | 11% | EX |
| 424-281-20 | 16 | 1710 Pomona Ave | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 1.08 | 50 | | | | 53 | 10 | 5 | 10 | 28 | Existing self-storage facility in close proximity to new residential uses and major transportation corridor (17th Street). The existing single-story building is located less than 100 feet away from recently constructed residential. The increase in permitted residential density afforded by this Housing Element update cycle is an incentive for property owners to gain greater economic return with residential development as opposed to remaining as commercial. Additionally, this Urban | 17,660 | 58,633 | 30% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office into residential development with similar previous existing sites (including more than one-hundred multi-story residential loft units located immediately across 17th Street). Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future allowed increases in residential density, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing storage use into either residential or residential mixed-use (similar to adjacent properties) within the planning period. | | | | |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-281-21 | 17 | 670 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 1.06 | 50 | | | | 53 | 10 | 5 | 10 | 28 | Existing 2-story office and commercial uses in close proximity to new residential uses and major transportation corridor (17th Street). | 12,364 | 57,813 | 21% | A |
| 424-281-22 | 18 | 660 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | 19 West | 2.22 | 50 | | | | 110 | 20 | 12 | 22 | 55 | Existing self-storage facility and light industrial/commercial use in close proximity to new residential uses and major transportation corridor (17th Street). | 29,164 | 120,722 | 24% | B |
| 425-431-02 | 19 | 1680 Superior Ave | B D INNS INC | CL | G | 6 | 19 West | 2.11 | 50 | | | | 105 | 19 | 11 | 21 | 53 | Existing hotel use (Ramada) with large surface parking lot. Property is directly adjacent to Newport Boulevard and next to new multi-family development. | 25,337 | 115,045 | 22% | D |
| 425-431-03 | 20 | 1666 Superior Ave | SCHWARTZ PAUL D 2007 TR | MG | LI | 6 | 19 West | 0.29 | 50 | | A | | 14 | 2 | 1 | 2 | 9 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 3,693 | 15,921 | 23% | B |
| 425-431-04 | 21 | 116 E 16th St | SHEEHAN MICHAEL W TR | MG | LI | 6 | 19 West | 0.73 | 50 | | A | | 36 | 6 | 3 | 7 | 19 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 13,899 | 39,955 | 35% | B |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | The existing single-story collection of warehouse buildings is located across 16th Street from approximately 60 affordable modular/mobile home residential units and also located in close proximity to more than one-hundred multi-story residential loft units located on 17th Street. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office uses into residential development with similar previous existing sites. Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future allowed increases in residential density afforded by the associated zone changes, It is conceivable and likely | | | | |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process.*
*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | that the economic return of a residential use will encourage the ownership to redevelop the existing uses into either residential or residential mixed-use (similar to adjacent properties) within the planning period. | | | | |
| 425-431-05 | 22 | 126 E 16th St | 126 PROPERTIES LLC | MG | LI | 6 | 19 West | 0.42 | 50 | | A | | 20 | 3 | 2 | 4 | 10 | A vehicle repair facility developed with older and randomly located structures. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. The existing collection of vehicular repair and vehicle storage buildings are located across 16th Street from approximately 60 affordable modular/mobile home residential units and also located in close proximity to more than one-hundred multi-story residential loft units located on 17th Street. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office uses into residential development with | 10,868 | 22,831 | 48% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | similar previous existing sites. Further, one of the main objectives of the 19 West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use development" (i.e., multi-story). Based on past local development trends and future increases in residential densities afforded by the next Housing Element cycle, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing uses into either residential or residential mixed-use (similar to nearby properties) within the planning period. | | | | |
| 425-431-06 | 23 | 126 E 16Th St | 126 PROPERTIES LLC | C1 | G | 6 | 19 West | 0.35 | 50 | | A | | 17 | 3 | 1 | 3 | 10 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 5,158 | 19,226 | 27% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 425-431-07 | 24 | 1601 Newport Blvd | WINKAL HOLDINGS L L C | C1 | G | 6 | 19 West | 0.79 | 50 | | | | 39 | 7 | 4 | 7 | 22 | Collection of existing warehouse and industrial uses adjacent to new multi-family development. The Housing Element anticipates this property may be redeveloped with adjacent uses as indicated in this table. | 9,604 | 42,763 | 22% | B |
| 420-012-16 | 38 | 2476 Mark St | STATE OF CALIFORNIA | I&R-MLT | MUC | 1 | Fairview Developmental | 108.91 | 60 | | | | 2,300 | 575 | 345 | 690 | 690 | Fairview Developmental Center property. See analysis in Appendix B for additional information on potential to redevelop. | 944,681 | N/A | N/A | EX |
| 141-361-06 | 39 | 2700 Harbor Blvd | FEMINO JAMES J THE J J & S FEMINO LIVING TR | C1 | G | 3 | Harbor Mixed-Use | 0.68 | 50 | | | | 34 | 6 | 3 | 6 | 19 | Mixed us building with first floor retail and offices | 8,228 | 37,198 | 22% | C |
| 141-361-11 | 40 | 2666 Harbor Blvd | HARBOR CM LLC | C1 | G | 3 | Harbor Mixed-Use | 2.41 | 50 | | | | 120 | 22 | 13 | 24 | 60 | Former Ace Hardware store, now for lease after Ace went out of business. Large big box structure with surface parking along a major transportation corridor (Harbor Blvd). This property is located adjacent to an approximate 30 unit recently completed residential development (also fronting Harbor Blvd) and several hundred residential apartment units located easterly of the property. Given the nature of the current extended | 44,693 | 130,965 | 34% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | vacancy history, difficult lease market for a larger facility and permitted residential densities afforded to this property by the next Housing Element cycle, it is conceivable and likely that this property will be redeveloped with residential. The aforementioned adjacent residential property located on Harbor Boulevard was previously developed with a large automobile dealership within the current planning period during the previous planning period which identifies a potential trend for this property to be redeveloped similarly with residential. | | | | |
| 141-361-21 | 41 | 2790 Harbor Blvd | LEFEBVRE MAUREEN ELIZABETH | C1 | G | 3 | Harbor Mixed-Use | 0.75 | 50 | | | | 37 | 7 | 4 | 7 | 20 | Mixed use building with retail and offices on first floor and offices on 2nd and 3rd floor. Building is partially vacant with large surface parking lot adjacent to major transportation corridor (Harbor Boulevard). | 10,347 | 40,932 | 25% | C |
| 141-361-22 | 42 | 2750 Harbor Blvd | SRS COLLEGE CENTER | C1 | G | 3 | Harbor Mixed-Use | 1.71 | 50 | | | | 85 | 16 | 9 | 17 | 43 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor). Uses range from commercial to office and restaurants. | 12,032 | 92,942 | 13% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Large surface parking lot. | | | | |
| 141-361-23 | 43 | 2730 Harbor Blvd | SRS COLLEGE CENTER | C1 | G | 3 | Harbor Mixed-Use | 0.68 | 50 | | | | 33 | 6 | 3 | 6 | 18 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor Boulevard). Uses include commercial, office and restaurants. Large shared surface parking lot. This property is located across the street (Peterson Place) from several hundred residential apartment units. Several of the larger commercial units in this shopping center are currently vacant or have been chronically vacant in the past, and the center is in need of investment and is somewhat lacking commercial vitality. Thus, it is conceivable and likely, similar to other nearby adjacent commercial properties, that this property will be redeveloped with residential units during the current planning period. The future increase in permitted residential density afforded by this Housing | 12,075 | 36,948 | 33% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as commercial. | | | | |
| 141-361-27 | 44 | 2710 Harbor Blvd | JOHNSON GREGORY A & JACLYN H | C1 | G | 3 | Harbor Mixed-Use | 0.67 | 50 | | | | 33 | 6 | 3 | 6 | 18 | Existing older commercial shopping center adjacent to major transportation corridor (Harbor). Uses range from commercial to office and restaurants. Large surface parking lot. | 9,240 | 36,515 | 25% | C |
| 141-361-28 | 45 | 2706 Harbor Blvd | MESA VERDE CENTER LLC | C1 | G | 3 | Harbor Mixed-Use | 0.97 | 50 | | | | 48 | 9 | 5 | 9 | 26 | Vacant Pier 1 Imports box store and surface parking lot. Building is currently for lease. | 14,997 | 52,666 | 28% | C |
| 419-031-08 | 52 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 0.75 | 50 | | | | 37 | 7 | 4 | 7 | 20 | Surface parking lot within large retail shopping center. Potential for mixed-use redevelopment. Retail center has major big box tenants which have permanently closed, leaving an excess of surface parking. | 0 | 40,935 | 0% | C |
| 419-031-09 | 53 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 1.17 | 50 | | | | 58 | 11 | 6 | 11 | 31 | Former K-Mart box store which has permanently closed. Shopping center is adjacent to multi-family residential and may redevelop for mixed-use. While the data shows a high development usage, this | 98,908 | 63,595 | 156% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | tenant space remains vacant. Large leasable floor areas are difficult to lease and this building has been vacant since 2021. Similar to several adjacent properties located along Harbor Boulevard which have converted to residential, residential units are both profitable and in demand in this local area; thus it is conceivable and likely that the ownership of this property will consider residential re-development instead of remaining an existing commercial use within the current planning period. Further, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as a more difficult to lease larger commercial space. | | | | |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 419-031-12 | 54 | 2200 Harbor Blvd | GRAY ENTERPRISES | C1-S | G | 5 | Harbor Mixed-Use | 3.16 | 50 | | | | 158 | 30 | 17 | 31 | 81 | Former K-Mart box store which has permanently closed. Shopping center is adjacent to multi-family residential and may redevelop for mixed-use. Large leasable floor areas are difficult to lease and this building has been vacant now for several years (since 2021). Similar to several adjacent properties located along Harbor Boulevard that have converted uses from commercial to residential, residential units are both profitable and in demand in this local area; thus it is conceivable and likely that the ownership of this property will consider residential re-development instead of remaining an existing commercial use during the current planning period. Further, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development | 98,908 | 172,145 | 57% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | as opposed to remaining as a more difficult to lease larger commercial space. | | | | |
| 419-171-58 | 56 | 2150 Harbor Blvd | 2150 HARBOR BLVD LLC | C1 | G | 5 | Harbor Mixed-Use | 1.17 | 50 | | | | 58 | 11 | 6 | 11 | 31 | Norms restaurant with large surface parking lot adjacent to major transportation corridor (Harbor Blvd). | 6,606 | 63,521 | 10% | C |
| 422-021-09 | 57 | 2131 Harbor Blvd | SHERMAN DONALD L H | C2 | G | 4 | Harbor Mixed-Use | 0.83 | 50 | | | | 41 | 7 | 4 | 8 | 21 | Auto parts store, retail store, and pet grooming store, with large surface parking area adjacent to major transportation corridor (Harbor Blvd). | 6,891 | 45,202 | 15% | C |
| 422-091-11 | 58 | 2075 Harbor Blvd | LEWIS JOHN T & LEWIS MARY K | C2 | G | 5 | Harbor Mixed-Use | 0.63 | 50 | | | | 31 | 5 | 3 | 6 | 16 | Tools and equipment rental yard adjacent to major transportation corridor (Harbor Blvd). | 3,032 | 34,196 | 9% | C |
| 422-091-12 | 59 | 2069 Harbor Blvd | TANNER DALE A | C2 | G | 5 | Harbor Mixed-Use | 0.54 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Auto repair shop with large yard adjacent to major transportation corridor (Harbor Blvd). | 5,032 | 29,322 | 17% | C |
| 422-091-14 | 61 | 2049 Harbor Blvd | C M HARBOR CM LLC | C2 | G | 5 | Harbor Mixed-Use | 0.54 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Auto repair shop with large yard adjacent to major transportation corridor (Harbor Blvd). | 4,586 | 29,226 | 16% | C |
| 422-091-24 | 62 | 2015 Harbor Blvd | NEWPORT MESA AUTO CENTER LLC | C2 | G | 5 | Harbor Mixed-Use | 0.62 | 50 | | | | 30 | 5 | 3 | 6 | 15 | Newport Mesa Auto Center with car repair and car wash uses adjacent to major transportation corridor (Harbor Blvd). | 9,663 | 33,643 | 29% | C |
| 422-091-26 | 63 | 2007 Harbor Blvd | 949 STORAGE LLC | C2 | G | 5 | Harbor Mixed-Use | 0.83 | 50 | | | | 41 | 7 | 4 | 8 | 21 | Self-storage facility with surface parking lot and access to major transportation corridor (Harbor Blvd). This property fronts a predominantly | 14,103 | 45,248 | 31% | B |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | residential street (Charle Street) that is developed primarily with residential uses. Given the potential height and density that this property could yield based on the future density increase afforded by this Housing Element cycle, a residential use is both conceivable and likely during the current planning period. Additionally, the storage use is considered relatively small in size compared to other local storage facilities and therefore, the investment return on a residential use is likely greater than the use of storage. | | | | |
| 422-101-03 | 64 | 1989 Harbor Blvd | JUNEAU PAULINE BRECHT | C2 | G | 5 | Harbor Mixed-Use | 0.56 | 50 | | | | 27 | 5 | 2 | 5 | 15 | Budget Truck Rental yard which is largely a paved surface parking lot with a small building. Site is adjacent to major transportation corridor (Harbor Blvd). | 624 | 30,425 | 2% | C |
| 422-101-06 | 65 | 1974 Charle St | CHARLE ST REALTY LLC | C2 | G | 5 | Harbor Mixed-Use | 0.53 | 50 | | | | 26 | 4 | 2 | 5 | 14 | Existing low-intensity light industrial and warehouse uses. | 7,962 | 28,964 | 27% | A |
| 422-193-23 | 66 | 2215 Harbor Blvd | CHEN-RONG PROPERTIES LLC | C2 | G | 4 | Harbor Mixed-Use | 0.58 | 50 | | | | 28 | 5 | 3 | 5 | 16 | Aging furniture/consignment store structure with surface parking lot adjacent to major transportation corridor (Harbor Blvd). This | 12,757 | 31,475 | 41% | C |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | property is surrounded on several sides by residential uses (including mobile home, single-family and multi-family - more than several hundred units). Given the age of this structure, size and potential increase in profit yield of converting the commercial use to residential, it is both conceivable and likely that the property could be converted to residential during the current planning period. | | | | |
| 422-193-24 | 67 | 2205 Harbor Blvd | AQUA 26 LLC | C2 | G | 4 | Harbor Mixed-Use | 0.58 | 50 | | | | 28 | 5 | 3 | 5 | 16 | Aging vacant motel use with large surface parking lot adjacent to major transportation corridor (Harbor Blvd). This property was recently purchased with the intent to convert the motel to affordable housing. The owner is currently working to obtain a grant (Community Care Expansion Program) through the California Department of Social Services. Thus, it is likely that the motel will convert to affordable residential quickly within the current planning period. | 10,089 | 31,469 | 32% | C |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-282-11 | 68 | 2044 Placentia Ave | SAA 2 LLC | MG | LI | 4 | Mesa West | 1.18 | 40 | | | | 47 | 8 | 5 | 9 | 25 | Auto repair shop and light industrial uses with surface parking adjacent to recently developed townhouses and apartments. Building shows little sign of recent renovation. This property is located within 100 feet of two recently developed residential properties that were previously developed with commercial uses. One of the nearby existing residential properties is now a multi-family mixed use property with residential located on the upper floors and commercial located on the ground floor, and the other residential property consists of detached residential lofts that were converted from a previous bakery facility. Thus, there is a neighborhood pattern and trend of residential conversions that could occur during the current planning period on the subject property. Further, the potential increase in future permitted residential density afforded by this Housing Element update | 26,636 | 64,338 | 41% | B |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | cycle for this property is considered an attractive incentive for property owners to gain greater economic return with residential development as opposed to remaining as a more difficult to lease commercial space. | | | | |
| 422-291-04 | 69 | 2065 Placentia Ave | PUBLIC STORAGE PARTNERS LTD | MG | LI | 4 | Mesa West | 1.85 | 40 | | | | 73 | 13 | 8 | 14 | 38 | Self-storage facility adjacent to recently developed townhouses and apartments. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential and the subject property is located adjacent to 14 recently developed residential lofts. The aforementioned adjacent loft property was previously developed with an automotive use and therefore there is a neighborhood pattern/trend of commercial to residential conversion. This property is also located nearby two recently developed residential properties that were previously developed with commercial uses. One of the nearby existing residential properties is | 34,929 | 100,710 | 35% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | now a multi-family mixed use property with residential located on the upper floors and commercial located on the ground floor, and the other residential property consists of detached residential lofts that were converted from a previous bakery facility. Lastly, the existing storage facility is single-story and therefore is considered under developed even in regard to the existing use and therefore residential could be considered an attractive and profitable re-use of the property during the current planning period. Lastly, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is considered an attractive incentive for the property owner to gain greater economic return with residential development as opposed to remaining as a storage facility. | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-291-05 | 70 | 2065 Placentia Ave | PUBLIC STORAGE INC | MG | LI | 4 | Mesa West | 0.92 | 40 | | | | 36 | 6 | 3 | 7 | 19 | This self-storage facility although is located on a separate property is operated in conjunction with the above site ("unique id") 69. This property is owned in common with the aforementioned site and is developed with a two-story storage structure. It is likely that these two properties could be combined and developed similar to many adjacent properties with multi-family residential mixed-use development or residential lofts during the current planning period. The size of this property and the future increased densities permitted by the next Housing Element cycle, combined with the adjacently owned parcel contributes to a higher probability that the property owner considers the economic advantages of residential conversion. | 23,549 | 50,355 | 47% | B |
| 422-291-06 | 71 | 2051 Placentia Ave | PLACENTIA AVE PROPERTIES LLC | MG | LI | 4 | Mesa West | 0.92 | 40 | | | | 36 | 6 | 3 | 7 | 19 | Existing office/light industrial uses adjacent to recently developed townhouses and apartments. | 6,720 | 50,355 | 13% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 422-301-01 | 72 | 1987 Placentia Ave | HARTLEY CO | MG | LI | 4 | Mesa West | 2.31 | 40 | | | | 92 | 17 | 10 | 18 | 47 | Warehouses with large surface parking lot. Two buildings on the site. Adjacent to recently developed townhouses and apartments. Building shows little sign of recent renovation. This property is located nearby several recently developed residential properties that were previously developed with commercial uses. Thus, there is a neighborhood pattern and trend of residential conversions that could occur during the current planning period on the subject property. Lastly, the property is larger than many of the lots in this area and therefore is more conducive for higher density residential development, and thus considered more attractive for residential redevelopment than even many of the previously converted nearby existing residential uses. Lastly, the potential increase in future permitted residential density afforded by this Housing Element update cycle for this property is | 37,645 | 125,891 | 30% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | considered an attractive incentive for the property owner to gain greater economic return with residential development as opposed to remaining as a more difficult to lease commercial space. | | | | |
| 422-454-28 | 74 | 2101 Placentia Ave | CASACOS LLC | MG | LI | 4 | Mesa West | 0.91 | 40 | | | | 36 | 6 | 3 | 7 | 19 | Restaurant with large surface parking lot. Potential for mixed-use development. | 4,802 | 49,428 | 10% | C |
| 424-061-01 | 75 | 885 W 18th St | MONROVIA AVENUE PARTNERS LLC | MG | LI | 5 | Mesa West | 1.25 | 40 | | | | 49 | 9 | 5 | 9 | 27 | One-story warehouses with a large surface parking lot. Hundreds of residential properties are located across West 18th Street from the subject property and therefore the subject property if re-developed with residential uses would be considered neighborhood compatible. The existing large open parking lot could be redeveloped with a residential component and likely a large portion of the existing commercial uses could remain. The property could also be redeveloped with second-floor residential as a mixed-use, pursuant to the Mesa West Urban Plan. Given the current high demand for residential in the City | 22,144 | 67,858 | 33% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | and profit yield, residential conversion during this planning period is conceivable. | | | | |
| 424-061-03 | 76 | 859 W 18th St | CRANK FAMILY 2007 LLC | MG | LI | 5 | Mesa West | 0.81 | 40 | | | | 32 | 6 | 3 | 6 | 17 | One-story multi-unit warehouse facility and surface parking lot. The property could be redeveloped with commercial first-floor and second-floor residential mixed-use development, pursuant to the Mesa West Urban Plan. The Mesa West Urban Plan encourages the construction of first floor commercial with second floor residential. Several large apartments are located in close proximity to the subject property. Given the current high demand for residential in the City, future permitted higher density afforded by this Housing Element cycle and expanded profit yield, residential development on this property is conceivable during this planning period. | 16,926 | 44,209 | 38% | C |
| 424-061-04 | 77 | 851 W 18th St | SEA PROPERTIES | MG | LI | 5 | Mesa West | 1.79 | 40 | | | | 71 | 13 | 7 | 14 | 36 | Auto body shop with large surface parking lot. | 25,478 | 97,501 | 26% | C |
| 424-061-05 | 78 | 1791 Placentia Ave | BOYD WILLIS BLAIR SR TR | MG | LI | 5 | Mesa West | 4.27 | 40 | | | | 170 | 32 | 18 | 34 | 85 | Single-story warehouses with large surface parking lot and drive aisles. Five buildings on the site which show little | 72,191 | 232,421 | 31% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | sign of recent renovation. The property is considered large in size (approximately 4 acres) and could be redeveloped with commercial first floor and second-floor residential development, pursuant to the Mesa West Urban Plan. The Mesa West Urban Plan encourages the construction of first floor commercial with second floor residential. Several hundred apartment and condominiums units are located in close proximity (east of Placentia Avenue) to the subject property. Given the current high demand for residential in the City, profit yield for residential and increase in future residential densities allowed on this property as a result of the next Housing Element cycle, residential development on this property is conceivable during this planning period. | | | | |
| 424-061-06 | 79 | 1751 Placentia Ave | BOYD WILLIS BLAIR SR TR | MG | LI | 5 | Mesa West | 4.70 | 40 | | | | 187 | 35 | 20 | 37 | 95 | Single-story warehouses with large surface parking lot and drive aisles. Seven buildings | 80,909 | 255,845 | 32% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | on the site which show little sign of recent renovation. The property is considered large in size (approximately 4.5 acres) and hundreds of residential properties are located across Placentia Avenue from the subject property. Therefore, the subject property if re-developed with residential uses would be considered neighborhood compatible. The property could be redeveloped with second-floor residential pursuant to the Mesa West Urban Plan. Given the current high demand for residential in the City, future residential densities allowed on this property as a result of the next Housing Element cycle and profit yield, residential development is conceivable during this planning period. | | | | |
| ~~424-241-11~~ | ~~96~~ | ~~610 W 18th St~~ | ~~COSTA MESA WOMEN'S CLUB~~ | ~~R2-HD~~ | ~~HDR~~ | ~~5~~ | ~~Mesa West~~ | ~~0.58~~ | ~~40~~ | ~~-~~ | ~~-~~ | | ~~23~~ | ~~4~~ | ~~2~~ | ~~4~~ | ~~13~~ | ~~Costa Mesa Women's Club with large surface parking lot. Property is adjacent to new park and civic center uses and in a residential setting with both single-family and multi-family~~ | ~~5,857~~ | ~~31,413~~ | ~~19%~~ | ~~C~~ |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | ~~uses. Property is underutilized.~~ | | | | |
| 424-281-01 | 97 | 1730 Pomona Ave | C & K PARTNERS | MG | LI | 5 | Mesa West | 0.99 | 40 | | | | 39 | 7 | 4 | 7 | 22 | Warehouses with surface parking lot. One building on the site. | 11,802 | 54,028 | 22% | B |
| 424-281-19 | 98 | 424 Pomona Ave | PACIFIC MESA PROPERTIES | MG | LI | 5 | Mesa West | 1.19 | 40 | | | | 47 | 8 | 5 | 9 | 25 | Warehouses with large surface parking lot. One building on the site. The existing single-story building is located in close proximity to residential uses. This Urban Plan Area has seen significant past ownership interest in conversion of existing commercial/light industrial/office into residential development with similar previous existing sites (including more than one-hundred multi-story residential loft units located immediately across 17th Street, developed under separate ownership). Further, one of the main objectives of the Mesa West Urban Plan is to "encourage commercial/residential mixed-use development" with an emphasis on "vertical mixed-use | 19,676 | 64,716 | 30% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | development" (i.e., multi-story). Based on past local development trends, It is conceivable and likely that the economic return of a residential use will encourage the ownership to redevelop the existing use into either residential or residential mixed-use (similar to adjacent properties) within the current planning period. It should also be noted that several live/work developments (encouraged by this Urban Plan) are currently proposed in this area on similar sized properties that are existing commercial uses. | | | | |
| 424-281-23 | 99 | 660 W 17th St | PACIFIC MESA PROPERTIES | MG | LI | 5 | Mesa West | 2.26 | 40 | | | | 90 | 17 | 9 | 18 | 45 | Large single-story self-storage facility adjacent to existing multi-family residential. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential. There is also a neighborhood pattern/trend of commercial to residential conversion with several recently developed higher density residential loft | 50,219 | 122,853 | 41% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | properties constructed nearby on 17th Street. Thus, it is conceivable that the subject property owner would pursue residential conversion of the property in the current planning period similar to nearby properties. Residential conversion is also made more attractive to ownership by the future increases in residential densities allowed for this property by the next Housing Element cycle. | | | | |
| 424-321-17 | 100 | 1882 Whittier Ave | AYRES SELF STORAGE COSTA MESA LLC | R2-MD | MDR | 5 | Mesa West | 1.08 | 40 | | | | 43 | 8 | 4 | 8 | 23 | Large single-story self-storage facility adjacent to existing multi-family residential. This property is generally surrounded by existing residential uses. Several of the City's previously existing storage uses in the nearby vicinity have been converted to residential. It is likely that residential units on this property would be considered by the property owner to be an attractive re-use and for potential re-development within the planning period. Future increases in residential densities allowed on this property as a result of | 18,808 | 59,063 | 32% | B |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | the next Housing Element cycle is also considered an incentive for the property owner to develop residential. | | | | |
| 139-031-39 | 131 | 3303 Harbor Blvd | SDCO COSTA MESA COMMERCE PARK INC | PDI | IP | 1 | North Costa Mesa | 10.00 | 90 | | | | 900 | 171 | 99 | 180 | 450 | Existing single-story light industrial/office uses on large site. The City has received interest in the potential future redevelopment of the site for residential uses. In addition, the site is considered very large with extensive areas for residential development. | 160,463 | 326,700 | 49% | A |
| 139-031-42 | 132 | 1575 Sunflower Ave | RREEF CPIF 1575 SUNFLOWER LLC | MP | IP | 1 | North Costa Mesa | 8.03 | 90 | | | | 722 | 137 | 79 | 144 | 362 | Existing single-story light industrial/office uses on large site. The City has received interest in the potential future redevelopment of the site for residential uses. In addition, the site is considered very large with extensive areas for residential development. | 133,055 | 262,313 | 51% | A |
| 139-031-67 | 133 | 3333 Harbor Blvd | BEG HOLDINGS LP | MP | IP | 1 | North Costa Mesa | 10.00 | 90 | | | | 900 | 171 | 99 | 180 | 450 | Sofia University site (former Whittier Law School site) with large surface parking lot and largely underdeveloped land. The City has received interest in the potential future redevelopment of the site for residential uses. In addition, the site is considered very large | 130,197 | 326,700 | 40% | EX |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | with extensive areas for residential development. | | | | |
| ~~140-041-38~~ | ~~134~~ | ~~3390 Harbor Blvd~~ | ~~HARBOR ASSOCIATES~~ | ~~MP~~ | ~~IP~~ | ~~1~~ | ~~North Costa Mesa~~ | ~~5.78~~ | ~~90~~ | - | - | | ~~520~~ | ~~98~~ | ~~57~~ | ~~104~~ | ~~260~~ | ~~National University site. Analysis assumes potential redevelopment of the entire site as National University has vacated the existing lease. The City has received interest in the potential future redevelopment of the site for residential uses.~~ | ~~37,672~~ | ~~188,984~~ | ~~20%~~ | ~~EX~~ |
| ~~140-041-63~~ | ~~136~~ | ~~3390 Harbor Blvd~~ | ~~CJ SEGERSTROM & SONS~~ | ~~MP~~ | ~~IP~~ | ~~1~~ | ~~North Costa Mesa~~ | ~~1.69~~ | ~~90~~ | - | - | | ~~152~~ | ~~28~~ | ~~16~~ | ~~30~~ | ~~77~~ | ~~National University site. Analysis assumes potential redevelopment of the surface parking area. The City has received interest in the potential future redevelopment of the site for residential uses.~~ | ~~0~~ | ~~55,367~~ | ~~0%~~ | ~~EX~~ |
| ~~140-041-82~~ | ~~137~~ | ~~3315 Fairview Rd~~ | ~~CJ SEGERSTROM & SONS~~ | ~~PDC~~ | ~~CC~~ | ~~1~~ | ~~North Costa Mesa - HR~~ | ~~7.58~~ | ~~90~~ | - | ~~C~~ | | ~~443~~ | ~~44~~ | ~~22~~ | ~~44~~ | ~~333~~ | ~~Home Ranch property. See analysis in Appendix B for additional information on potential to redevelop.~~ | ~~40,025~~ | ~~211,382~~ | ~~19%~~ | ~~EX~~ |
| ~~140-041-93~~ | ~~138~~ | ~~1201 South Coast Dr~~ | ~~HENRY T SEGERSTROM PROP LLC~~ | ~~PDC~~ | ~~CC~~ | ~~1~~ | ~~North Costa Mesa - HR~~ | ~~30.30~~ | ~~90~~ | ~~Vacant~~ | ~~C~~ | | ~~1,772~~ | ~~177~~ | ~~88~~ | ~~177~~ | ~~1,330~~ | ~~Home Ranch property. See analysis in Appendix B for additional information on potential to redevelop.~~ | ~~0~~ | ~~844,812~~ | ~~0%~~ | ~~EX~~ |
| ~~410-051-48~~ | ~~139~~ | ~~3400 Bristol St~~ | ~~SOUTH COAST PLAZA~~ | ~~TC~~ | ~~CAC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~0.53~~ | ~~90~~ | - | ~~G~~ | | ~~47~~ | ~~8~~ | ~~5~~ | ~~9~~ | ~~25~~ | ~~Existing office uses. The City has discussed the potential future redevelopment of this site for high-density residential uses with the~~ | ~~18,147~~ | ~~40,626~~ | ~~45%~~ | ~~EX~~ |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | ~~property owner. Therefore, it is likely that the site could be converted to residential during the planning period.~~ | | | | |
| ~~410-051-51~~ | ~~140~~ | ~~685 Sunflower Ave~~ | ~~SOUTH COAST PLAZA~~ | ~~TC~~ | ~~CAC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~0.88~~ | ~~90~~ | - | ~~G~~ | | ~~78~~ | ~~14~~ | ~~8~~ | ~~15~~ | ~~41~~ | ~~Vacant portion of parcel adjacent to parking structure. The City has discussed the potential future redevelopment of this site for high-density residential uses with the property owner.~~ | ~~863~~ | ~~67,517~~ | ~~1%~~ | ~~EX~~ |
| ~~410-051-52~~ | ~~141~~ | ~~3410 Bristol St~~ | ~~SOUTH COAST PLAZA~~ | ~~TC~~ | ~~CAC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~1.35~~ | ~~90~~ | - | ~~G~~ | | ~~121~~ | ~~22~~ | ~~13~~ | ~~24~~ | ~~61~~ | ~~Existing office uses. The City has discussed the potential future redevelopment of this site for high-density residential uses with the property owner.~~ | ~~1,014~~ | ~~104,331~~ | ~~1%~~ | ~~EX~~ |
| 410-441-17 | 142 | 14850 Sunflower Ave | ROY K SAKIOKA & SONS | PDC | UCC | 2 | North Costa Mesa - SL2 | 30.93 | 90 | Vacant | | | 1,200 | 120 | 60 | 120 | 900 | Sakioka Lot 2 property. See analysis in Appendix B for additional information on potential to redevelop. | 15,275 | 1,347,311 | 1% | EX |
| 410-501-31 | 144 | N/A | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 3.39 | 90 | | | | 305 | 57 | 33 | 61 | 153 | Large surface parking lot. Analysis assumes only redevelopment of the surface parking lot area. The City has discussed the potential future redevelopment of this site for high-density residential uses with the property owner. | 0 | 116,821 | 0% | EX |
| ~~412-491-07~~ | ~~145~~ | ~~3333 Bristol St~~ | ~~SOUTH COAST PLAZA~~ | ~~PDC~~ | ~~RC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~6.41~~ | ~~90~~ | - | - | | ~~575~~ | ~~120~~ | ~~60~~ | ~~115~~ | ~~288~~ | ~~This parcel is and existing surface parking lot within South Coast Plaza. See analysis in Appendix B for~~ | ~~15,390~~ | ~~248,505~~ | ~~6%~~ | ~~EX~~ |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | ~~additional information on potential to redevelop.~~ | | | | |
| ~~412-491-11~~ | ~~146~~ | ~~0~~ | ~~SOUTH COAST PLAZA~~ | ~~PDC~~ | ~~RC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~5.37~~ | ~~90~~ | - | - | | ~~483~~ | ~~91~~ | ~~53~~ | ~~96~~ | ~~243~~ | ~~This parcel is and existing surface parking lot within South Coast Plaza. See analysis in Appendix B for additional information on potential to redevelop.~~ | ~~0~~ | ~~208,379~~ | ~~0%~~ | ~~EX~~ |
| ~~412-501-06~~ | ~~147~~ | ~~3333 Bristol St~~ | ~~S TRACT LLC~~ | ~~PDC~~ | ~~RC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~10.00~~ | ~~90~~ | - | - | | ~~900~~ | ~~171~~ | ~~99~~ | ~~180~~ | ~~450~~ | ~~This parcel is an existing surface parking lot within the South Coast Plaza. See analysis in Appendix B for additional information on potential to redevelopment.~~ | ~~232,135~~ | ~~387,684~~ | ~~60%~~ | ~~EX~~ |
| 418-161-06 | 176 | 2957 Randolph Ave | ZELDEN ALICE WILLER | MG | LI | 2 | SoBECA | 0.72 | 60 | | | | 43 | 8 | 4 | 8 | 23 | Existing light industrial building that is used as a brewery/restaurant with large surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area. Large residential neighborhoods located nearby. Pursuant to the SoBeca Urban Plan, vertical mixed-use development is encouraged and therefore residential could be developed within the current planning period. In addition, the SoBeca area is considered an attractive area for | 16,880 | 39,375 | 43% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | certain younger generations and therefore the prospect of residing on the subject property would generate interest to the property ownership. Also, staff has met with the current occupant and there is uncertainty if the existing use will continue. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-162-02 | 177 | 2968 Randolph Ave | PALANJIAN JERRY O | MG | LI | 2 | SoBECA | 0.72 | 60 | | | | 43 | 8 | 4 | 8 | 23 | One-story warehouses with surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area. Large residential neighborhoods located nearby. Pursuant to the SoBeca Urban Plan, vertical mixed-use development is encouraged and therefore residential could be developed within the current planning period. In addition, the SoBeca area is considered an attractive area for certain younger generations and therefore the prospect | 18,531 | 39,251 | 47% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | of residing on the subject property would generate interest to the property ownership. Residential could also be developed on the second story. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-163-05 | 178 | 2064 Bristol St | PEP BOYS | C1 | G | 2 | SoBECA | 1.47 | 60 | | | | 88 | 16 | 9 | 17 | 46 | Tire shop with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 19,022 | 79,928 | 24% | A |
| 418-171-02 | 179 | 752 Saint Clair St | PURCILLY GAY WHEELER | C2 | G | 2 | SoBECA | 0.26 | 60 | | B | | 15 | 2 | 1 | 3 | 8 | School yard for learning center. Site is within the SoBECA Urban Plan redevelopment area. | 424 | 14,201 | 3% | A |
| 418-191-04 | 180 | 766 Saint Clair St | 766 ST CLAIR LLC | C2 | G | 2 | SoBECA | 0.67 | 60 | | | | 40 | 7 | 4 | 8 | 20 | Existing fitness studio is located in the aging warehouse with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed | 12,329 | 36,507 | 34% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-01 | 181 | 845 Baker St | RMAFII LOC LLC | C1 | G | 2 | SoBECA | 0.87 | 60 | | | | 52 | 9 | 5 | 10 | 27 | Small strip mall with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 11,899 | 47,299 | 25% | A |
| 418-202-02 | 182 | 841 Baker St | BAKER STREET PROPERTIES LLC | C1 | G | 2 | SoBECA | 0.33 | 60 | | D | | 19 | 3 | 2 | 3 | 12 | Nightclub with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity these areas and inclusion in the Urban Plan, it is likely to convert during | 6,401 | 17,870 | 36% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | this 8 year Planning cycle. Additionally, nightclubs are prone to have a higher turnover rate than many other commercial uses so a potential use change is a possible occurrence within the planning period.Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-03 | 183 | 841 Baker St | BAKER STREET PROPERTIES LLC | C1 | G | 2 | SoBECA | 0.60 | 60 | | D | | 35 | 6 | 3 | 7 | 18 | Nightclub with large surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 8,881 | 32,546 | 27% | A |
| 418-202-04 | 184 | 801 Baker St | RED MOUNTAIN ASSET FUND ILLC | C1 | G | 2 | SoBECA | 0.86 | 60 | | | | 51 | 9 | 5 | 10 | 26 | Strip mall with large surface parking lot. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in | 15,474 | 46,602 | 33% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-05 | 185 | 2969 Century Pl | ECHAN BARBARA TRUST | C1 | LI | 2 | SoBECA | 0.09 | 60 | | E | | 5 | 0 | 0 | 1 | 3 | Surface parking lot. Site is within the SoBECA Urban Plan redevelopment area. | 469 | 4,712 | 10% | A |
| 418-202-06 | 186 | 2969 Century Pl | ECHAN BARBARA TRUST | MG | LI | 2 | SoBECA | 0.68 | 60 | | E | | 40 | 7 | 4 | 8 | 20 | Gym with large surface parking lot. Site located is within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next | 13,488 | 36,893 | 37% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-07 | 187 | 2959 Century Pl | GRAYBAR ELECTRIC CO INC | MG | LI | 2 | SoBECA | 0.50 | 60 | | | | 30 | 5 | 3 | 6 | 15 | Electrical equipment manufacturer/ distributor Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity to these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | 10,200 | 27,436 | 37% | A |
| 418-202-10 | 188 | 2942 Century Pl | SCM ENTERPRISES | MG | LI | 2 | SoBECA | 0.87 | 60 | | | | 52 | 9 | 5 | 10 | 27 | Co-working office with large surface parking. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed | 14,382 | 47,242 | 30% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | use development that combines residential and nonresidential uses. It is located near a vibrant commercial and business corridor and areas that have been slated to convert from commercial to mixed use/residential development. Given its close proximity these areas and inclusion in the Urban Plan, it is likely to convert during this 8 year Planning cycle. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-11 | 189 | 2952 Century Pl | GRAHAM GORDON T TR | MG | LI | 2 | SoBECA | 0.90 | 60 | | | | 54 | 10 | 5 | 10 | 29 | Existing single story warehouse with large storage yard that is currently used as an air conditioning business. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property is located south of a development that has an existing approved Master Plan that will change the use | 17,227 | 49,090 | 35% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | from commercial/industrial to mixed use development. The existing warehouse is a single story that may be redeveloped to support mixed use development including residential and live/work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to convert to residential. | | | | |
| 418-202-12 | 190 | 2972 Century Pl | PROJECT C LLC | MG | LI | 2 | SoBECA | 0.94 | 60 | | | | 56 | 10 | 6 | 11 | 29 | Auto repair shop with surface parking. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-13 and 418-202-14 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is included in a Master Plan PA-19-12 that was approved by City Council | 18,109 | 51,374 | 35% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, retail spaces, office spaces, 48 residential units, and 14 live work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| 418-202-13 | 191 | 2972 Century Pl | PROJECT C LLC | MG | LI | 2 | SoBECA | 0.91 | 60 | | | | 54 | 10 | 5 | 10 | 29 | Warehouse with large yard. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-12 and 418-202-14 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is included in a Master Plan PA-19-12 that was | 18,372 | 49,319 | 37% | A |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | approved by City Council on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, retail spaces, office spaces, 48 residential units, and 14 live work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| 418-202-14 | 193 | 765 Baker St | PROJECT C LLC | C2 | G | 2 | SoBECA | 0.67 | 60 | | | | 40 | 7 | 4 | 8 | 20 | Existing auto repair shop use. Site is located within the SoBECA Urban Plan redevelopment area which encourages mixed use development that combines residential and nonresidential uses. This property along with parcels 418-202-12 and 418-202-13 are included in a Master Plan for a mixed use development. The previously approved planning application at this site indicates a desire to convert the commercial use to a mixed use development. A portion of the site is | 16,802 | 36,615 | 46% | A |

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| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | included in a Master Plan PA-19-12 that was approved by City Council on September 3, 2019. The Master Plan was for of a mixed use development that included restaurants, retail spaces, office spaces, 48 residential units, and 14 live work units. Lastly, future residential densities allowed on this property as a result of the next Housing Element cycle would incentivize property ownership to include additional residential units than previously proposed. | | | | |
| ~~419-041-02~~ | ~~194~~ | ~~2180 Harbor Blvd~~ | ~~FISHER REAL ESTATE PARTNERS (COSTA MESA) L P~~ | ~~C1~~ | ~~G~~ | ~~5~~ | ~~Harbor Mixed-Use~~ | ~~0.77~~ | ~~50~~ | ~~-~~ | ~~-~~ | | ~~38~~ | ~~7~~ | 4 | ~~7~~ | ~~21~~ | ~~Existing aging strip mall with multiple tenants and large surface parking lot area. Site is adjacent to a major transportation corridor (Harbor Blvd).~~ | ~~11,827~~ | ~~41,947~~ | ~~28%~~ | ~~C~~ |
| ~~419-041-06~~ | ~~195~~ | ~~2180 Harbor Blvd~~ | ~~FISHER REAL ESTATE PARTNERS (COSTA MESA) L P~~ | ~~C1~~ | ~~G~~ | ~~5~~ | ~~Harbor Mixed-Use~~ | ~~2.50~~ | ~~50~~ | ~~-~~ | ~~-~~ | | ~~125~~ | ~~23~~ | ~~13~~ | ~~25~~ | ~~63~~ | ~~99 cent store with large surface parking. Site is adjacent to a major transportation corridor (Harbor Blvd).~~ | ~~37,430~~ | ~~136,349~~ | ~~27%~~ | ~~C~~ |
| 418-101-05 | 197 | 1425 Baker St | 1425 BAKER LLC | C1 | G | 2 | Harbor Mixed-Use | 1.90 | 60 | | | | 114 | 21 | 12 | 22 | 59 | Existing auto dealer with large surface parking. | 24,369 | 103,666 | 24% | C |
| ~~140-041-83~~ | ~~198~~ | ~~N/A~~ | ~~CJ SEGERSTROM & SONS~~ | ~~PDC~~ | ~~CC~~ | ~~1~~ | ~~North Costa Mesa - HR~~ | ~~0.23~~ | ~~90~~ | ~~Vacant~~ | ~~C~~ | | ~~0~~ | ~~0~~ | ~~0~~ | ~~0~~ | ~~0~~ | ~~Home Ranch property. See analysis in Appendix B for additional information on potential to redevelop.~~ | ~~0~~ | ~~6,419~~ | ~~0%~~ | ~~EX~~ |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 418-101-03 | 199 | 1491 Baker St | PURCILLY GAY WHEELER TR | C1 | G | 2 | Harbor Mixed-Use | 1.27 | 60 | | B | | 74 | 14 | 8 | 14 | 39 | Restaurant and barbershop. Site is anticipated to redevelop with adjacent parcels as shown in this table. | 4,434 | 69,124 | 6% | C |
| 424-202-01 | 200 | 745 W 19th St | PANGE MARC C REVOC TR | C1 | G | 4 | 19 West | 0.63 | 50 | | | | 30 | 5 | 3 | 6 | 15 | Strip mall with surface parking lot adjacent to major transportation corridor (19th St.). Site has the potential to redevelop for mixed-use. | 9,838 | 34,468 | 29% | C |
| 410-481-05 | 201 | 3201 Park Center Dr | THE IRVINE COMPANY LLC | TC | CAC | 2 | North Costa Mesa - Pac Arts | 6.27 | 90 | | H | | 186 | 18 | 9 | 18 | 141 | Pacific Arts Center property. See analysis in Appendix B for additional information on potential to redevelop. | 81,187 | 483,505 | 17% | EX |
| 410-491-07 | 202 | 601 Anton Blvd | THE IRVINE COMPANY LLC | TC | CAC | 2 | North Costa Mesa - Pac Arts | 12.07 | 90 | | H | | 349 | 35 | 18 | 35 | 261 | Pacific Arts Center property. See analysis in Appendix B for additional information on potential to redevelop. | 230,300 | 930,850 | 25% | EX |
| ~~139-313-21~~ | ~~203~~ | ~~1590 Adams Ave~~ | ~~CJ SEGERSTROM & SONS~~ | ~~C1~~ | ~~G~~ | ~~1~~ | ~~Harbor Mixed-Use~~ | ~~0.19~~ | ~~50~~ | - | ~~F~~ | - | ~~9~~ | ~~1~~ | ~~0~~ | ~~1~~ | ~~7~~ | ~~Existing Post Office site with lease expiring during the planning period. Property owner has indicated interest in redeveloping the site for residential uses.~~ | ~~247~~ | ~~10,216~~ | ~~2%~~ | ~~EX~~ |
| ~~139-313-30~~ | ~~204~~ | ~~1590 Adams Ave~~ | ~~CJ SEGERSTROM & SONS~~ | ~~C1~~ | ~~G~~ | ~~1~~ | ~~Harbor Mixed-Use~~ | ~~2.40~~ | ~~50~~ | - | ~~F~~ | - | ~~120~~ | ~~22~~ | ~~13~~ | ~~24~~ | ~~60~~ | ~~Existing Post Office site with lease expiring during the planning period. Property owner has indicated interest in redeveloping the site for residential uses.~~ | ~~27,802~~ | ~~130,680~~ | ~~21%~~ | ~~EX~~ |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

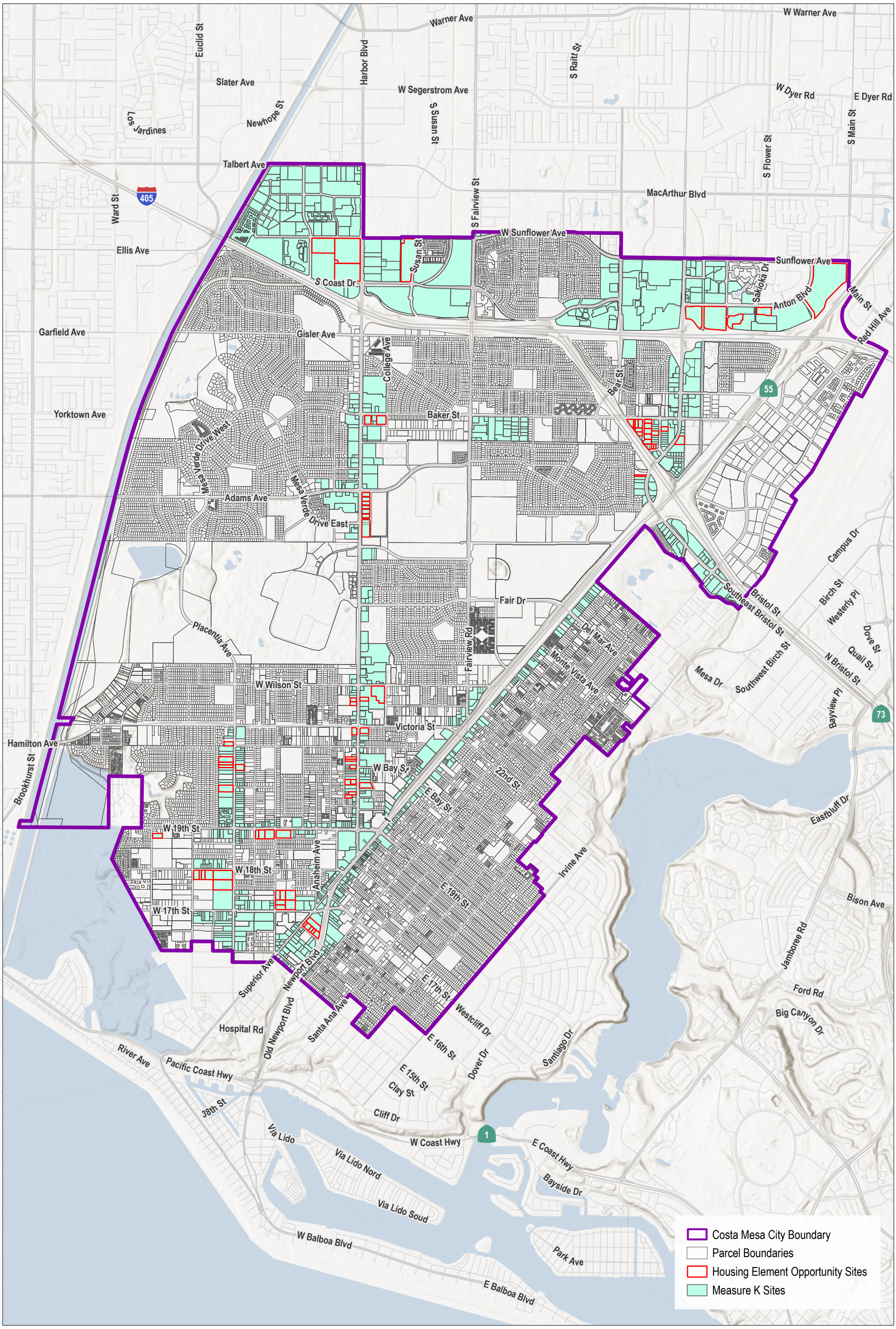
*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process.*
*Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ~~410-051-46~~ | ~~205~~ | ~~3420 Bristol St~~ | ~~SOUTH COAST PLAZA~~ | ~~TC~~ | ~~CAC~~ | ~~2~~ | ~~North Costa Mesa~~ | ~~0.75~~ | ~~90~~ | - | ~~G~~ | - | ~~70~~ | ~~13~~ | ~~7~~ | ~~14~~ | ~~35~~ | ~~Existing office uses and surface parking lot. The City has discussed the potential future redevelopment of this site for high-density residential uses with the property owner.~~ | ~~12,109~~ | ~~57,826~~ | ~~21%~~ | ~~EX~~ |
| 410-501-25 | 206 | 545 Anton Blvd | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 0.74 | 90 | | | | 66 | 12 | 7 | 13 | 34 | Small commercial out parcel uses. Property owner has indicated interest in redeveloping the site for residential uses. | 5,026 | 25,367 | 20% | EX |
| 410-501-36 | 207 | N/A | JKS-CMFV LLC | PDC | UCC | 2 | North Costa Mesa | 1.82 | 90 | | | | 164 | 31 | 18 | 32 | 84 | Surface parking lot. Property owner has indicated interest in redeveloping the site for residential uses. | 5,026 | 62,729 | 8% | EX |
| 418-171-01 | 208 | 754 Saint Clair St | PURCILLY GAY WHEELER TR | C2 | G | 1 | SoBECA | 0.27 | 60 | | B | | 15 | 2 | 1 | 3 | 8 | Existing learning center use. Site is anticipated to redevelop with adjacent parcels as shown in this table. | 3,797 | 14,921 | 25% | A |
| 140-041-81 | 196 | 3333 Susan St | THE HIVE CREATIVE OFFICE INC | PDI | IP | 1 | North Costa Mesa | 4.00 | 90 | | | | 432 | 68 | 39 | 72 | 252 | Current Los Angeles Chargers' practice field facility. The Chargers new training facility will open in Spring 2024 in El Segundo CA. The City has discussed the potential future redevelopment of the football practice field for high-density residential uses with the property owner. The site is located within the North Costa Mesa Specific Plan which supports urban mixed development, | 93,238 | 130,680 | 71% | EX |

Table B-6: Sites to Accommodate Costa Mesa 2021-2029 RHNA (to be comprehensively updated following a No Net Loss analysis later in 2026)

*Note: This table is sorted by unique identifier (Unique ID). The unique identifiers were established at the beginning of the sites analysis process. Some sites were removed as part of the analysis and sites were not renumbered to retain continuity for the community and other users when referring to specific sites.*

| APN | Unique Id | Address | Owner | Zoning | General Plan Land Use | Council District | Specific Plans | Size (Ac) | Density | Vacant | Potential Consolidation | Used In 5th Cycle | Net Units | Very Low | Low | Moderate | Above Moderate | Notes | Existing Building SF | Max Buildout per FAR | % Occupied | Dev. Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | including retail, industrial, business park, and residential uses. The site is directly adjacent to retail and offices spaces to the west, Medium Density Residential (townhomes) to the east, commercial to the south and a business center/post office to the north. | | | | |
| 419-203-08 | 209 | 2000 Harbor | OC HARBOR MEDICAL PLAZA LLC | C1 | GC | 5 | | 1.55 | 25 | | | | 38 | 0 | 4 | 0 | 34 | Existing retail center with surface parking lot. Property owner/developer requested to have the site added to the Housing Element for future residential development. | | | | C |
| 418-181-11 | 210 | To be assigned (Bristol St) | 2821 BRISTOL SITE LLC | CL | GC | 3 | | 0.43 | 23 | Vacant | | | 10 | 0 | 1 | 0 | 9 | Existing surface parking lot. Property owner/developer applied for a pre-application, residential rezoning, and requested to have the site added to the Housing Element for future 10-unit development with one unit affordable to a low income household. | | | | EX |




SOURCE: City of Costa Mesa, Orange County Sanitation District, Open Street Map

DUDEK

0 0.25 0.5 Miles

## Housing Element and Measure K Sites Map

Neighborhoods Where We All Belong Zoning Updates and Housing Element Implementation

**Table 1. Proposed density and affordability distribution for sites proposed to be added to the Housing Element Sites Inventory**

| APN | Unique Id | Address | Zone | GPLU | Specific Plan | Size (Ac) | DU/AC | Net Units | VL | L | M | AM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 418-181-11 | 210 | To be Assigned | CL | GC | - | 0.43 | 23 | 10 | - | 1 | - | 9 |
| 419-203-08 | 209 | 2000 Harbor | C1 | GC | - | 1.55 | 25 | 38 | - | 4 | - | 34 |

**Table 2. Density and affordability distribution for sites proposed to be removed from the Housing Element Sites Inventory**

| APN | Unique Id | Address | Zone | GPLU | Specific Plan | Size (Ac) | DU/AC | Net Units | VL | L | M | AM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 424-241-11 | 96 | 610 W. 18th St. | R2-HD | HDR | Mesa West | 0.58 | 40 | 23 | 4 | 2 | 4 | 13 |
| 140-041-38 | 134 | 3390 Harbor | MP | IP | North Costa Mesa | 5.78 | 90 | 520 | 98 | 57 | 104 | 260 |
| 140-041-63 | 136 | 3390 Harbor | MP | IP | North Costa Mesa | 1.69 | 90 | 152 | 28 | 16 | 30 | 77 |
| 140-041-82 | 137 | 3315 Fairview Rd. | PDC | CC | North Costa Mesa | 7.58 | 90 | 443 | 44 | 22 | 44 | 333 |
| 140-041-93 | 138 | 1201 S. Coast Dr. | PDC | CC | North Costa Mesa | 30.30 | 90 | 1,772 | 177 | 88 | 177 | 1,330 |
| 410-051-48 | 139 | 3400 Bristol St. | TC | CAC | North Costa Mesa | 0.53 | 90 | 47 | 8 | 5 | 9 | 25 |

Notes: GPLU = General Plan Land Use, DU/AC = density, VL- very low income, L – low income, M = moderate income, AM = above moderate income

| APN | Unique Id | Address | Zone | GPLU | Specific Plan | Size (Ac) | DU/AC | Net Units | VL | L | M | AM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 410-051-51 | 140 | 685 Sunflower Ave. | TC | CAC | North Costa Mesa | .88 | 90 | 78 | 14 | 8 | 15 | 41 |
| 410-051-52 | 141 | 3410 Bristol St. | TC | CAC | North Costa Mesa | 1.35 | 90 | 121 | 22 | 13 | 24 | 61 |
| 412-491-07 | 145 | 3333 Bristol St. | PDC | RC | North Costa Mesa | 6.41 | 90 | 575 | 120 | 60 | 115 | 288 |
| 412-491-11 | 146 | - | PDC | RC | North Costa Mesa | 5.37 | 90 | 483 | 91 | 53 | 96 | 243 |
| 412-501-06 | 147 | 3333 Bristol St. | PDC | RC | North Costa Mesa | 10.00 | 90 | 900 | 171 | 99 | 180 | 450 |
| 19-041-02 | 194 | 2180 Harbor Blvd. | C1 | G | Harbor Mixed-Use | 0.77 | 50 | 38 | 7 | 4 | 7 | 21 |
| 419-041-06 | 195 | 2180 Habor Blvd. | C1 | G | Harbor Mixed-Use | 2.50 | 50 | 125 | 23 | 13 | 25 | 63 |
| 140-041-83 | 198 | - | PDC | CC | North Costa Mesa | .023 | 90 | 0 | 0 | 0 | 0 | 0 |
| 139-313-21 | 203 | 1590 Adams Ave. | C1 | G | Harbor Mixed-Use | 0.19 | 50 | 9 | 1 | 0 | 1 | 7 |
| 139-313-30 | 204 | 1590 Adams Ave. | C1 | G | Harbor Mixed-Use | 2.40 | 50 | 120 | 22 | 13 | 24 | 60 |
| 410-501-25 | 205 | 3420 Bristol St. | TC | CAC | North Costa Mesa | 0.75 | 90 | 70 | 13 | 7 | 14 | 35 |



Notes: GPLU = General Plan Land Use, DU/AC = density, VL- very low income, L – low income, M = moderate income, AM = above moderate income

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-155 **Meeting Date:** 2/23/2026

**TITLE:**

**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**

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

**PRESENTED BY: GABRIEL VILLALOBOS, ASSISTANT PLANNER**

**CONTACT INFORMATION: GABRIEL VILLALOBOS, 714-754-5610; gabriel.villalobos@costamesaca.gov**

**RECOMMENDATION:**

Staff recommends the Planning Commission:

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.

# PLANNING COMMISSION AGENDA REPORT

**MEETING DATE: FEBRUARY 23, 2026 ITEM NUMBER: PH-2**

**SUBJECT: 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**

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

**PRESENTATION BY: GABRIEL VILLALOBOS, ASSISTANT PLANNER**

**FOR FURTHER INFORMATION CONTACT:** **GABRIEL VILLALOBOS**
**714-754-5610**
**gabriel.villalobos@costamesaca.gov**

## RECOMMENDATION:

Staff recommends the Planning Commission:

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.

## APPLICANT OR AUTHORIZED AGENT:

The authorized agent is Chris Glew, representing the property owner Jerry Palanjian.

## PLANNING APPLICATION SUMMARY

| | | | |
|---|---|---|---|
| Location: | 167 Cabrillo Street | Application Number: | PMCP-26-0003 |
| Request: | To modify conditions of approval for "420 Native Garden" to include expanded hours of operation and a revision of the requirement for 24-hour onsite security. A six-month review is also required pursuant to Condition of Approval No. 12. | | |

| **SUBJECT PROPERTY:** | | **SURROUNDING PROPERTY:** | |
|---|---|---|---|
| Zone: | CL (Commercial Limited) | North (across Red Hill Ave): | R2-HD (Multiple-Family Residential District, High Density) |
| General Plan: | Neighborhood Commercial | South: | CL (Commercial Limited) |
| Lot Dimensions: | 82.58' x 87.56' | East: | CL (Commercial Limited) |
| Lot Area: | 7,230 SF | West: | CL (Commercial Limited) |
| Existing Development: | A 1,050-square-foot, one-story commercial building for one tenant with five surface parking stalls and one bike rack. | | |

## DEVELOPMENT STANDARDS COMPARISON

| Development Standard | Required | Existing/Proposed |
|---|---|---|
| Building Height | 2 Stories / 30 FT | 1 Story / 13 FT 8 IN |
| Setbacks: | | |
| Front | 20 FT | 24 FT 11 IN |
| Side (left/right) | 0 FT / 15 FT | 9 FT 10 IN left<br>34 FT 5 IN right |
| Rear | 0 FT | 32 FT 10 IN |
| Floor Area Ratio | 0.15 | 0.15 |
| Parking | 4 stalls | 5 stalls |
| CEQA Review | Exempt per CEQA Guidelines Section 15301 (Existing Facilities) | |
| Final Action | Planning Commission | |

## EXECUTIVE SUMMARY

The applicant "420 Native Garden" is requesting to amend their Conditional Use Permit to modify hours of operation and onsite security requirements. Additionally, the existing land use is consistent with applicable goals, objectives, and policies of the General Plan, and complies with applicable provisions of the Zoning Ordinance and respective findings. Staff recommends that the Planning Commission find that the project is exempt from the California Environmental Quality Act (CEQA), and approve the application based on findings of fact and subject to conditions of approval. A six-month review is also required pursuant to Condition No. 12.

## SETTING

The subject property is located at 167 Cabrillo Street, which is developed with a one-story 1,050-square-foot commercial building. The subject property is located on the south side of Cabrillo Street, between Fullerton Avenue and Wells Place (see Figure 1). The subject property is adjacent to CL (Commercial Limited) zoned properties to the east and south and is separated from residentially zoned properties (R2-HD, Multi-Family High Density) across Cabrillo Street and other commercially zoned (CL, Commercial Limited and C2, General Business District). Existing residential uses in the area include detached single-family homes, attached condominiums, and multi-family units.

Figure 1 Project Location – 167 Cabrillo Street

**BACKGROUND:**

Pursuant to Costa Mesa Municipal Code (CMMC) Sections 9-487, 9-494, and 13-200.93(c)(1), a Conditional Use Permit (CUP) and a valid Cannabis Business Permit (CBP) are required for the establishment and operation of cannabis businesses in Costa Mesa. On February 27, 2023, the Planning Commission approved CUP PA-21-36 (Resolution No. PC-2023-04) for a retail cannabis storefront at 167 Cabrillo Street, subject to conditions of approval and local and State regulations. Furthermore, the City issued Cannabis Business Permit No. MQ-21-26 on March 5, 2025. The approved applications allowed for the operation of a retail cannabis storefront with no delivery services provided.

Conditional Use Permit PA-21-36 was heard at the Planning Commission hearing on January 23, 2023. Staff recommended denial of the application, but after holding a public hearing, the Planning Commission motioned to continue the application and directed staff to propose conditions of approval for consideration. A detailed description of the project is provided in the January 23, 2023, Planning Commission Agenda Report linked below. The meeting minutes and video are also linked below:

- January 23, 2023 Planning Commission Agenda Report
- January 23, 2023 Planning Commission Minutes
- January 23, 2023 Planning Commission Video

At the Planning Commission hearing on February 27, 2023, the Commission voted 4-3 to approve CUP PA-21-36. To ensure neighborhood compatibility, project conditions and requirements were proposed to limit business hours and product deliveries to the project site from 9 AM to 8 PM. In addition, a general condition of approval (Condition No. 12) was included requiring a review of the business after the first six-month of operation which read:

> "After being open to the public for at least six months, this CUP shall be placed on the Planning Commission agenda as a noticed public hearing item for a follow-up review, consideration of operations, and modifications to the conditions of approval. Prior to that hearing, staff may provide notice to the neighbors, obtain any information regarding calls for service, and request that the City's Transportation Division visit the site during peak hour periods to determine any traffic and/or circulation issues. During this six-month review, the Planning Commission may also consider modifying the approved hours of operation as well as other conditions of approval and may make modifications necessary to ensure neighborhood compatibility based on evidence in the record."

A detailed description of the project is provided in the February 27, 2023, Planning Commission Agenda Report linked below. The meeting minutes and video are also linked below:

- February 27, 2023 Planning Commission Agenda Report
- February 27, 2023 Planning Commission Minutes
- February 27, 2023 Planning Commission Video

## REQUEST

The applicant has filed for a Minor Conditional Use Permit to amend CUP PA-21-36. The amendment request is to modify Operational Condition Nos. 1, 2, and 3 of the existing CUP for the retail cannabis storefront business ("420 Native Garden"). Approved Conditions are stated below for reference:

1. *"No product deliveries to the facility shall occur after 8:00 PM and before 9:00 AM."*
2. *"Onsite sales to customers is limited to the hours between 9:00 am and 8:00 PM."*
3. *"At least one security guard shall be onsite at all times."*

## STANDARD OF REVIEW

Pursuant to CMMC Section 13-29(p)(1), minor amendments to conditional use permits shall be processed as minor conditional use permits (MCUPs). The request is considered as a minor amendment as the proposal involves amending only hours of operation, limits shipments to the site during only business hours, and removes the requirement for at least one security guard onsite at all times. Because CUP PA-21-36 is subject to a six-month review of the Planning Commission, the MCUP amendment was processed concurrently to the Planning Commission.

To approve an MCUP application under CMMC Section 13-29(g)(2)(a-c), the proposed use must meet specific criteria. The project must be compatible with surrounding developments and should not be detrimental to nearby properties. Additionally, granting the permit must not harm public health, safety, or welfare, nor permit a use, density, or intensity inconsistent with the general plan or specific plans for the property.

Furthermore, all applications must adhere to broader "Review Criteria" outlined in the CMMC. These include ensuring neighborhood compatibility, safety and design consistency, compliance with performance standards, and alignment with the general plan and/or applicable specific plans. Each application is project-specific and evaluated on its unique merits to ensure it aligns with the City's development standards.

## ANALYSIS

### *MODIFICATIONS TO OPERATIONAL CONDITIONS*

The applicant proposes to modify Operational Conditions Nos. 1-3. The proposed changes are shown below in bold and underlined (proposed add)/strikethrough (proposed removal) as follows:

1. *"No product deliveries to the facility shall occur after ~~8:00 PM and before 9:00 AM~~ **10:00 PM and before 7:00 AM**."*
2. *"Onsite sales to customers is limited to the hours between ~~9:00 AM and 8:00 PM~~ **7:00 AM and 10:00 PM**."*
3. *"At least one security guard shall be onsite ~~at all times~~ **during operating hours, and at any time staff are present onsite outside of public business hours**."*

As part of the review, staff conducted multiple site visits, including during weekday evening peak hours and weekends. Additionally, the Costa Mesa Police Department provided a log of calls for service associated with 167 Cabrillo Street (Attachment 5). Based on staff observations and review of the police service log, no significant operational issues, traffic congestion, or circulation impacts were identified in the surrounding area.

Two of the three adjacent properties have been converted to commercial uses, with the property at 170 Well Place being an office and 175 Cabrillo Street being a massage establishment. The property southwest of the project site is currently a residential land use, with other residential properties across Cabrillo Street. Staff believes further impacts from allowing the requested extended hours will be minimal, given the lack of negative impacts identified through this review of the first few months of operation for this business. In addition, the existence of other operational conditions imposed on the business, such as the requirement for parking management if parking-related problems develop (Operational Condition No. 6) or for staff to prohibit loitering outside of the business (Operational Condition No. 13), shall ensure the business will operate in a manner that allows for the quiet enjoyment of the surrounding neighborhood. Additionally, other operating cannabis storefronts in the immediate vicinity such as Catalyst at 170 E 17*th* Street and Mr. Nice Guy at 1854 Newport Blvd, have been conditioned to allow for the maximum hours of operation (7:00 AM to 10:00 PM) as allowed by the Zoning Code. The proposed modification would allow this business to operate similarly to other existing cannabis storefront businesses in the city. Staff therefore does not anticipate that the proposed extended hours would adversely impact adjacent properties.

In addition, the applicant is requesting to modify Operational Condition No. 3 to require security personnel only during business hours. On May 7, 2024, the City Council adopted Ordinance No. 2024-04, amending Title 9 of the CMMC. Among other revisions, CMMC Section 9-495(h)(1) was updated to encourage, rather than require, 24-hour onsite licensed private security. The proposed modification would bring the project's security condition into alignment with the current CMMC. Additionally, the code now requires that at least one licensed private security guard be present during operating hours, during deliveries of cannabis products, and during transportation of cash to or from the premises. Exterior lighting and continuous interior and exterior video monitoring and recording remain required. The Resolution has been updated to reflect these conditions.

## GENERAL PLAN CONFORMANCE

The following analysis evaluates the proposed project's consistency with applicable policies and objectives of the 2015-2035 General Plan:

1. **Policy LU-6.7:** *Encourage new and retain existing businesses that provide local shopping and services.*

   **Consistency:** The proposed amendment would retain and support an existing City business which provides a local shopping service in the form of retail cannabis. The proposed operational modifications would allow the existing business to continue growing and would support the business's ability to maintain sustained success in the area.

### *Review Criteria*

*The following are the applicable Review Criteria pursuant to CMMC Zoning Code Section 13-29 (e):*

***(1) Compatible and harmonious relationship between the proposed building and site development, and use(s), and the building and site developments, and uses that exist or have been approved for the general neighborhood.***

The proposed project is compatible and harmonious with the development and uses of the surrounding properties as the cannabis retail storefront already exists and serves as a local business establishment within a commercial zone. The proposed operational changes will comply with all applicable zoning regulations for cannabis retail storefront uses, ensuring that the business will continue to operate in a manner compatible with the existing uses in the immediate area. Per the analysis included in this report, Planning staff has determined no significant impacts for traffic and circulation, as well as calls for service from the Police Department.

***(2) Safety and compatibility of the design of buildings, parking area, landscaping, luminaries and other site features which may include functional aspects of the site development such as automobile and pedestrian circulation.***

The proposed amendment would only affect security and hours of operation for the existing business and would not involve any interior or exterior alterations. The existing tenant space and parking areas would remain as is. All aspects of the site involving the design of buildings, parking area, landscaping, luminaries and other site improvements have been previously approved through CUP PA-21-36 and currently exist onsite.

***(3) Compliance with any performance standards as prescribed in the Zoning Code.***

The proposed amendment would only involve alterations to security and hours operations of the existing business. All performance standards have been deemed to be met through the approval of CUP PA-21-36. This proposal would only allow for changes to hours of operation and security requirements, of which all changes are consistent with the zoning code.

***(4) Consistency with the General Plan and any applicable specific plan.***

The property has a General Plan designation of General Commercial. Under the General Plan designation, the existing use is permissible. The proposed project conforms to the City's General Plan including Policy LU-6.7 as previously mentioned.

***(5) The planning application is for a project-specific case and is not to be construed to be setting a precedent for future development.***

The zoning application is for a unique project-specific case at a unique site with special circumstance and will not be precedent setting for future development.

**FINDINGS**

Pursuant to CMMC Section 13-29(g) (2), in order to approve the project, the Zoning Administrator shall find that the evidence presented in the administrative record demonstrates that the proposed project substantially meets specified findings. Staff recommends approval of the request, based on the following assessment of facts and findings.

The proposed project complies with Title 13, Section 13-29(g)(2), Minor Conditional Use Permit "findings," based on the following:

**a. Finding:** The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area.

**Facts in Support of Finding:** The subject site is in the CL (Commercial Limited) zone and the general vicinity includes a mix of commercial uses including office, retail, fitness, and restaurant uses, as well as residential uses. The business has been in operation since March 2025, with little negative impacts recorded, which indicates a land use that is compatible and harmonious with the surrounding area. The requested modifications to the hours of operation and security will pose no significant changes to the activities which take place on the subject property, only a moderate increase in the hours in which the

business is open. All aspects of the business will remain in compliance with the regulations set forth by State and local regulations as far as site management, odor mitigation, and security are concerned. Lastly, the proposed hours of operation and the security hours will align with the general Costa Mesa Municipal Code requirements.

**b. Finding:** Granting the minor conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood.

**Facts in Support of Finding:** The proposed modifications to the conditions of approval, specifically to the requirement for security personnel, will still be consistent with the requirements of the local zoning code. This amendment will still require at least one licensed security guard to be stationed onsite when the business is in operation but will eliminate the requirement for security personnel to always be onsite. Other security implementations such as security lighting and 24/7 video surveillance will remain in place to ensure the business is secured and the business may still elect to have routine patrols of the site at different times. Overnight patrols would still be recommended by staff, but onsite security will no longer be a requirement for compliance with the conditions of approval.

**c. Finding:** Granting the minor conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property.

**Facts in Support of Finding:** The granting of this MCUP to modify operational hours and onsite security would not modify the approved, density, or intensity of the site and the use will remain consistent with the General Plan. Specifically, the existing use is consistent with the General Plan's Land Use Element Policy LU-6.7 in that the use would continue to retain an existing business to provide local shopping and services. The proposed amendment would not increase the size of the existing commercial tenant. Furthermore, the proposed project is consistent with General Plan Land Use Policy LU-6.7 as indicated above.

***SIX-MONTH REVIEW***

As noted above, to evaluate the operational consistency, staff has visited the site multiple times, including during peak hours on weekday evenings and weekends. In addition, the Costa Mesa Police Department (CMPD) has provided a log of calls for service associated with the 167 Cabrillo Street property (see Attachment 5). Between the Cannabis Business Permit (CBP) issuance date of March 5, 2025, to the end of the year on December 31, 2025, there have been a total of seven calls for service. Table 1

below includes a breakdown of the various calls for service received within the specified timeframe.

**Table 1. Calls for Service from March 2025 to December 2025**

| Date | Incident | CFS/Self-Initiated | Notes |
|---|---|---|---|
| 03/25/2025 | Alarm Call | CFS[1] | Alarm Activation |
| 04/18/2025 | Information Report | CFS[1] | Traffic Collision |
| 06/21/2025 | Alarm Call | CFS[1] | Alarm Activation |
| 07/20/2025 | Parking Issue | Self[2] | 72-hour violation |
| 08/08/2025 | Patrol Check | Self[2] | |
| 09/22/2025 | Parking Issue | Self[2] | 72-hour violation |
| 10/25/2025 | Suspicious Person | CFS[1] | Alarm activation with someone trying to break in-No report taken as no break in was seen. |
| [1]Call for service received from the public<br>[2]Police Department initiated call for service | | | |

Per the calls for service log provided by CMPD, there have been a total of two parking violations and one traffic collision reported in the vicinity of the subject property. Other calls for service include three security alarm activations and one self-initiated patrol check. Otherwise, there have been no noise or other business-related complaints logged for the subject property.

In addition, Planning staff has also reached out to the Code Enforcement Division to confirm if any code violations had been logged in the specified timeframe. One code case (CODE-2273) was opened on August 21, 2025, with a description stating no 24-hour security guard was posted onsite. At approximately 10:40 PM, a code enforcement officer visited the site and verified that there was no security guard on duty as required per Operational Condition of Approval No. 3 of the approved CUP. A Notice of Violation was sent out and on October 9, 2025, staff visited the site again at 8:27 AM and was able to verify a security guard doing a perimeter check. The code enforcement officer closed the case and no further action was taken by staff. The revision of Operational Condition No. 3 would address this issue moving forward.

Lastly, Planning staff has also reached out to the Finance Department to confirm that the subject business is current on all tax remittance to the City. As of the writing of this report, it has been confirmed by the Finance Department that 420 Native Garden is up-to-date on their tax remittance to the City.

No action is required by the Planning Commission for the six-month review. The purpose of this item is solely to receive and file the information presented, as required under COA No. 12.

## ENVIRONMENTAL DETERMINATION

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and the City Environmental Procedures, and has been found to be exempt under Section 15301 for the permitting and/or minor alteration of Existing Facilities. This project site contains an existing commercial building that has been used for commercial activities, and the application does not propose an increase in commercial floor area to the existing retail cannabis storefront use or any physical alterations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. The Project would not result in a cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

## ALTERNATIVES

As an alternative to the recommended action, the Planning Commission may:

Approve the project with modifications. The Planning Commission may suggest specific changes that are necessary to alleviate concerns. If any of the additional changes requested are substantial, the item should be continued to a future meeting to allow a redesign or additional analysis. In the event of significant modifications to the proposal, staff will return with a revised Resolution incorporating new findings and/or conditions.

Deny the project. If the Planning Commission believes that there are insufficient facts to support the findings for approval, the Planning Commission must deny the application, provide facts in support of denial, and direct staff to incorporate the findings into a Resolution for denial. If the project is denied, the applicant could not submit substantially the same type of application for six months.

## LEGAL REVIEW

The draft Resolution and this report have been approved as to form by the City Attorney's Office.

## PUBLIC NOTICE

Pursuant to CMMC Section 13-29(d), 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 February 11, 2026. The required notice radius is measured from the external boundaries of the property.

2. **On-site posting**. A public notice was posted on each street frontage of the project site on February 12, 2026.

3. **Newspaper publication**. A public notice was published once in the Daily Pilot newspaper on February 13, 2026.

As of the completion date of this report, no written public comments have been received. Any public comments received prior to the February 23, 2026, Planning Commission meeting will be provided separately.

## CONCLUSION

Approval of the project would allow for the modification of existing Operational Condition of Approval Nos. 1-3 to expand the hours of operation from 7:00 AM to 10:00 PM and require a security guard to be present on the premises only during operational hours and at any time staff are present onsite outside of public business hours. The proposed amendment is in conformance with the General Plan, Zoning Code, Planning Application Review Criteria, and the required findings can be made. A review of the operations of business after the initial six months of operation has also indicated that the use is in conformance with the conditions of approval and have not imposed any significant impacts on the immediate area. The proposed project, as conditioned, would be compatible with the surrounding businesses and would not be materially detrimental to other properties within the area. Therefore, staff recommends approval of the proposed project, subject to the conditions of approval contained in this report. Lastly, it is recommended that the Planning Commission receive and file the six-month review.

## ATTACHMENTS

1. Draft Resolution
2. Project Description Letter
3. Zoning Map
4. PA-21-36 Approved Resolution
5. CMPD Calls for Service

ATTACHMENT 1

**RESOLUTION NO. PC-2026-XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA APPROVING MINOR CONDITIONAL USE PERMIT (PMCP-26-0003) TO AMEND CONDITIONAL USE PERMIT PA-21-36 MODIFYING THE HOURS OF OPERATION, THE REQUIREMENT FOR A 24-HOUR SECURITY GUARD, FOR "420 NATIVE GARDEN" RETAIL CANNABIS STOREFRONT, LOCATED AT 167 CABRILLO STREET**

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FINDS AND DECLARES AS FOLLOWS:

WHEREAS, in November 2020, the Costa Mesa voters approved Measure Q; which allows for storefront and non-storefront retail cannabis uses in commercially zoned properties meeting specific location requirements, and non-storefront retail cannabis uses in Industrial Park (MP) and Planned Development Industrial (PDI) zoned properties;

WHEREAS, on June 15, 2021, the City Council adopted Ordinance Nos. 21-08 and No. 21-09 to amend Titles 9 and 13 of the Costa Mesa Municipal Code (CMMC) to establish regulations for cannabis storefront and non-storefront uses;

WHEREAS, on May 7, 2024, the City Council adopted Ordinance Nos. 24-03 and No. 24-04 to amend Titles 9 and 13 of the Costa Mesa Municipal Code (CMMC) to establish regulations for cannabis storefront and non-storefront uses;

WHEREAS, Planning Application 21-36 was filed by Christopher Glew with Cabrillo Community Project LLC DBA Native Garden, the authorized agent for the property owner, Palanjian Family Trust, requesting approval of the following:

A Conditional Use Permit to operate a storefront retail cannabis business within an existing 1,050-square-foot commercial building located at 167 Cabrillo Street. The business would sell pre-packaged cannabis and pre-packaged cannabis products directly to customers onsite, subject to conditions of approval and other City and State requirements;

WHEREAS, a duly noticed public hearing was held by the Planning Commission on January 23, 2023 and February 27, 2023 with all persons having the opportunity to speak for and against the proposal;

WHERAS, on February 27, 2023, the Planning Commission approved Conditional Use Permit PA-21-36 to operate a cannabis retail storefront within an existing 1,050-square-foot commercial building;

WHEREAS, Minor Conditional Use Permit, filed on February 2, 2026 by Christopher Glew with Cabrillo Community Project LLC DBA Native Garden, the authorized agent for the property owner, Palanjian Family Trust, requesting to modify the following conditions of approval, as indicated by underline/strikeout;

Operational Condition No. 1: No product deliveries to the facility shall occur after ~~8:00 PM and before 9:00 AM~~ 10:00 PM and before 7:00 AM.

Operational Condition No. 2: Onsite sales to customers is limited to the hours between ~~9:00 AM and 8:00 PM~~ 7:00 AM and 10:00 PM.

Operational Condition No. 3: At least one security guard shall be onsite ~~at all times~~ during operating hours, and at any time staff are present onsite outside of public business hours.

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;

WHERAS pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of CEQA per Section 15301 (Class 1), for Existing Facilities, as described specifically in the staff report;

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

NOW, THEREFORE, based on the evidence in the record and the findings contained in Exhibit A, and subject to the conditions of approval contained within Exhibit B, the Planning Commission hereby **APPROVES** Minor Conditional Use Permit PMCP-26-0003 with respect to the property described above.

BE IT FURTHER RESOLVED that the Costa Mesa Planning Commission does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report for Minor Conditional Use Permit PMCP-26-0003 and upon applicant's compliance with each and all of the conditions in Exhibit B, and compliance of all applicable State, and local laws. Any approval granted by this resolution

shall be subject to review, modification or revocation if there is a material change that occurs in the operation, or if the applicant fails to comply with any of the conditions of approval.

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-__ 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: COMMISSIONER

NOES: COMMISSIONER

ABSENT: COMMISSIONER

ABSTAIN: COMMISSIONER

Carrie Tai, Secretary
Costa Mesa Planning Commission

## EXHIBIT A

**FINDINGS**

A. The proposed project complies with Costa Mesa Municipal Code Section 13-29(g)(2) because:

**Finding:** The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area.

**Facts in Support of Findings:** The subject site is in the CL (Commercial Limited) zone and the general vicinity includes a mix of commercial uses including office, retail, fitness, and restaurant uses, as well as residential uses. The business has been in operation since March 2025, with little negative impacts recorded, which indicates a land use that is compatible and harmonious with the surrounding area. The requested modifications to the hours of operation and security will pose no significant changes to the activities which take place on the subject property, only a moderate increase in the hours in which the business is open. All aspects of the business will remain in compliance with the regulations set forth by State and local regulations as far as site management, odor mitigation, and security are concerned. Lastly, the proposed hours of operation and the security hours will align with the general Costa Mesa Municipal Code requirements.

**Finding:** Granting the conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood.

**Facts in Support of Finding:** The proposed modifications to the conditions of approval, specifically to the requirement for security personnel, will still be consistent with the requirements of the local zoning code. This amendment will still require at least one licensed security guard to be stationed onsite when the business is in operation but will eliminate the requirement for security personnel to always be onsite. Other security implementations such as security lighting and 24/7 video surveillance will remain in place to ensure the business is secured and the business may still elect to have routine patrols of the site at different times. Overnight patrols would still be recommended by staff, but onsite security will no longer be a requirement for compliance with the conditions of approval.

**Finding:** Granting the conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property.

**Facts in Support of Finding:** The granting of this MCUP to modify operational hours and onsite security would not modify the approved, density, or intensity of the site and the use will remain consistent with the General Plan. Specifically, the existing use is consistent with the General Plan's Land Use Element Policy LU-6.7 in that the use would continue to retain an existing business to provide local shopping and services. The proposed amendment would not increase the size of the existing commercial tenant. Furthermore, the proposed project is consistent with General Plan Land Use Policy LU-6.7 as indicated above.

B. The project has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and the City Environmental Procedures, and has been found to be exempt under Section 15301 for the permitting and/or minor alteration of Existing Facilities. This project site contains an existing commercial building that has been used for commercial activities, and the application does not propose an increase in commercial floor area to the existing retail cannabis storefront use or any physical alterations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. The Project would not result in a cumulative impact; would not have a significant effect on the environment due to unusual circumstances; would not result in damage to scenic resources; is not located on a hazardous site or location; and would not impact any historic resources.

C. The project is subject to a traffic impact fee, pursuant to Chapter XII, Article 3 Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

## EXHIBIT B

## CONDITIONS OF APPROVAL

### *General*

Plng.

1. Except as expressly modified herein, all conditions of approval adopted under Planning Application PA-21-36 shall remain in full force and effect.
2. The use of this property as a cannabis storefront business shall comply with the approved plans and terms described in the resolution, these conditions of approval, and applicable sections of the Costa Mesa Municipal Code (CMMC). The Planning Commission may modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
3. Approval of the planning/zoning application is valid for two years from the effective date of this approval and will expire at the end of that period unless the applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and has continued to maintain a valid building permit by making satisfactory progress as determined by the Building Official, 2) a certificate of occupancy has been issued, or 3) the use is established and a business license has been issued. A time extension can be requested no less than 30 days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180 days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
4. No person may engage in any cannabis business or in any cannabis activity within the City including delivery or sale of cannabis or a cannabis product unless the person:
    a. Has a valid Cannabis Business Permit from the City;
    b. Has paid all Cannabis Business Permit and all application fees and deposits established by resolution of the City Council, including annual Community Improvement Division inspection deposits;
    c. Has obtained all applicable planning, zoning, building, and other applicable permits from the relevant governmental agency which may be applicable to the zoning district in which such cannabis business intends to operate;
    d. Has obtained a City business license pursuant to Chapter I of the Municipal Code;
    e. Is in compliance with all requirements of the Community Improvement Division regarding the property;
    f. Has obtained any and all licenses required by State law and/or regulations; and

g. Has satisfied all CUP conditions of approval.

5. Any change in the operational characteristics of the use shall be subject to Planning Division review and may require an amendment to the Conditional Use Permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change.
6. No cultivation of cannabis is allowed anywhere on the premises.
7. The uses authorized by this Conditional Use Permit must be conducted in accordance with all applicable State and local laws, including, but not limited to compliance with the most current versions of the provisions of the California Code of Regulations that regulate the uses permitted hereby. Any violation thereof shall be a violation of the conditions of this permit and may be cause for revocation of this permit.
8. Except for operations allowed by this Conditional Use Permit and under an active Cannabis Business Permit and State Type 10 license, no permit holder or any of its employees shall sell, distribute, furnish, and/or otherwise provide any cannabis or cannabis product to any person, firm, corporation, group or any other entity, unless that person or entity is a lawful, bona fide customer, or it possesses all currently valid permits and/or licenses required by both the State of California and applicable local governmental entity to lawfully receive such cannabis and to engage in a “cannabis activity” as defined by Costa Mesa Municipal Code sec. 9-485. The permit holder shall verify that the recipient, regardless of where it is located, of any cannabis or cannabis product sold, distributed, furnished, and/or otherwise provided by or on behalf of the permit holder, possesses all required permits and/or licenses therefor.
9. The applicant, the property owner and the operator (collectivley referred to as “indemnitors”) shall each jointly and severally defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of City's approval of the project, including but not limited to any proceeding under the California Environmental Quality Act. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the indemnitors’ joint and several obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section.
10. If any section, division, sentence, clause, phrase or portion of this approval is 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.

11. The use shall operate in accordance with the approved Security Plan. Any changes to the Security Plan must be submitted to the Planning Division with a written explanation of the changes. If the Director determines that changes are substantial, a modification to the Cannabis Business Permit and/or amendment to the CUP may be required.
12. A parking and security management plan, including techniques described in Operational Condition of Approval No. 6, must be approved by the Director of Economic and Development Services or designee prior to any grand opening or other high volume event on the subject property.

Bldg. 13. Development shall comply with the requirements of the following adopted codes: 2022 California Residential Code, 2022 California Building Code, 2022 California Electrical Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Green Building Standards Code and 2022 California Energy Code (or the applicable adopted, California Residential Code, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings and elements by individuals with disability shall comply with chapter 11B of the 2022 California Building Code.

CBP 14. The operator shall maintain a valid Cannabis Business Permit and a valid Business License at all times. The Cannabis Business Permit application number associated with this address is MQ-21-26. Upon issuance, the Cannabis Business Permit will be valid for a two-year period and must be renewed with the City prior to its expiration date, including the payment of permit renewal fees. No more than one Cannabis Business Permit may be issued to this property.
15. The use shall operate in accordance with the approved Business Plan. Any changes to the Business Plan must be submitted to the Planning Division with a written explanation of the changes. If the Director determines that changes are substantial, a modification to the Cannabis Business Permit and/or amendment to the CUP may be required.
16. A Cannabis Business Permit may be revoked upon a hearing by the Director of Economic and Development Services or designee pursuant to Section 9-120 of the CMMC for failing to comply with the terms of the permit, the applicable provisions of the CMMC, State law or regulation and/or any condition of any other permit issued pursuant to this code. Revocation of the Cannabis Business Permit shall trigger the City's proceedings to revoke the Conditional Use Permit and its amendments. The Conditional Use Permit granted herein shall not be construed to allow any subsequent owner/operator to continue operating under PA-21-36 until a valid new Cannabis Business Permit is received from the City of Costa Mesa.

17. A change in ownership affecting an interest of 51 or more percent, or an incremental change in ownership that will result in a change of 51 or more percent over a three year period, shall require submittal and approval of a new Cannabis Business Permit. A change in ownership that affects an interest of less than 51 percent shall require approval of a minor modification to the Cannabis Business Permit.

State

18. The business must obtain any and all licenses required by State law and/or regulation prior to engaging in any cannabis activity at the property.
19. The applicant shall obtain State License Type 10 prior to operating. The uses authorized by this Conditional Use Permit must be conducted in accordance with all applicable State and local laws, including, but not limited to compliance with the most current versions of the provisions of the California Code of Regulations that regulate the uses permitted hereby. Any violation thereof shall be a violation of the conditions of this permit and may be cause for revocation of this permit.
20. Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the City, until the State of California, or its respective department or division, reinstates or reissues the State license. Should the State of California, or any of its departments or divisions, revoke or terminate the license of a cannabis business, such revocation or termination shall also revoke or terminate the ability of a cannabis business to operate within the City. This Conditional Use Permit will expire and be of no further force and effect if any State issued license remains suspended for a period exceeding six (6) months. Documentation of three violations during routine inspections or investigations of complaints shall result in the Community Inprovement Division scheduling a hearing before the Director of Development Services to consider revocation of the Cannabis Business Permit.
21. Persons under the age of twenty-one (21) years shall not be allowed on the premises of this business, except as otherwise specifically provided for by state law and CMMC Section 9-495(h)(6). It shall be unlawful and a violation of this CUP for the owner/operator to employ any person who is not at least twenty-one (21) years of age.

PD

22. Every manager, supervisor, employee or volunteer of the cannabis business must submit fingerprints and other information specified on the Cannabis Business Permit for a background check by the Costa Mesa Police Department to verify that person's criminal history. No employee or volunteer may commence paid or unpaid work for the business until the background checks have been approved. No cannabis business or owner thereof may employ any person who has been convicted of a felony within the past 7 years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant to Penal Code sections 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance.

CID

23. Should any employee, volunteer or other person who possesses an identification badge be terminated or cease their employment with the business, the applicant shall return such identification badge to the City of Costa Mesa Community Improvement Division within 24 hours, not including weekends and holidays.
24. The property owner and applicant shall use “Crime Prevention Through Environmental Design” techniques to reduce opportunities for crime, loitering and encampments on the property as deemed appropriate by the Community Improvement Manager and Director of Economic and Development Services.

Finance

25. This business operator shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees and permits required under State and local law. This business operator shall cooperate with the City with respect to any reasonable request to audit the cannabis business’ books and records for the purpose of verifying compliance with the CMMC and this CUP, including but not limited to a verification of the amount of taxes required to be paid during any period.
26. The following records and recordkeeping shall be maintained/conducted:
    a. The owner/operator of this cannabis business shall maintain accurate books and records, detailing all of the revenues and expenses of the business, and all of its assets and liabilities. On no less than an annual basis, or at any time upon reasonable request of the City, the owner/operator shall file a sworn statement detailing the number of sales by the cannabis business during the previous twelve month period (or shorter period based upon the timing of the request), provided on a per-month basis. The statement shall also include gross sales for each month, and all applicable taxes paid or due to be paid.
    b. The owner/operator shall maintain a current register of the names and the contact information (including the name, address, and telephone number) of anyone owning or holding an interest in the cannabis business, and separately of all the officers, managers, employees, agents and volunteers currently employed or otherwise engaged by the cannabis business. The register required by this condition shall be provided to the City Manager upon a reasonable request.
    c. The owner/operator shall maintain an inventory control and reporting system that accurately documents the present location, amounts, and descriptions of all cannabis and cannabis products for all stages of the retail sale process. Subject to any restrictions under the Health Insurance Portability and Accountability Act (HIPPA), the owner/operator shall allow City officials to have access to the business’s books, records, accounts, together with any other data or documents relevant to its permitted cannabis activities, for the purpose of conducting an audit or examination. Books, records, accounts, and any and all relevant data or documents will be produced no later than twenty-four (24) hours after receipt of the City’s request, unless otherwise stipulated by the City.

d. The owner/operator shall have in place a point-of-sale tracking system to track and report on all aspects of the cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, and gross sales (by weight and by sale). The owner/operator shall ensure that such information is compatible with the City's record-keeping systems. The system must have the capability to produce historical transactional data for review by the City Manager or designees.

Insp. 27. The City Manager or designees may enter this business at any time during the hours of operation without notice, and inspect all areas of this business as well as any recordings and records required to be maintained pursuant to Title 9, Chapter VI or under applicable provisions of State law. It is a violaiton of this use permit for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection of the business or areas within and/or associated with the business. If business areas are located behind access controlled (locked) doors, these areas shall be opened/available immediatley for inspection upon request. If areas of the business are not available to the City Manager or designees for inspection upon immediate request, the Cannabis Business Permit (CBP) shall be subject to revocation pursuant Costa Mesa Municipal Code section 9-120.

28. Inspections of this cannabis business by the City will be conducted, at a minimum, on a quarterly basis. The applicant will pay for the inspections according to the adopted Fee Schedule.

29. Quarterly Fire & Life Safety Inspections will be conducted by the Community Risk Reduction Division to verify compliance with the approved operation. The applicant will pay for the inspection according to the Additional Required Inspections as adopted in the Fee Schedule.

30. Annual Fire & Life Safety Inspections will be conducted by the Fire Station Crew for emergency response pre-planning and site access familiarization. The applicant will pay for the inspection according to the adopted Fee Schedule.

31. Pursuant to Title 9, Chapter VI, it is unlawful for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under this chapter or under State or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a cannabis business under this chapter or under State or local law.

***Prior to Issuance of Building Permits***

1. Plans shall be prepared, stamped and signed by a California licensed Architect or Engineer.
2. The conditions of approval and ordinance or code provisions of Planning Application 21-36 shall be blueprinted on the face of the site plan as part of the plan check submittal package.
3. Prior to the Building Division issuing a demolition permit, the applicant shall contact the South Coast Air Quality Management District (AQMD) located at:
   21865 Copley Dr.
   Diamond Bar, CA 91765-4178
   Tel: 909- 396-2000
   Or visit its website: http://www.costamesaca.gov/modules/showdocument.aspx?documentid=23381. The Building Division will not issue a demolition permit until an Identification Number is provided by AQMD.
4. Odor control devices and techniques shall be incorporated to ensure that odors from cannabis are not detected outside the property, anywhere on adjacent property or public right-of-way. Building and mechanical permits must be obtained from the Building Division prior to work commencing on any part of the odor control system.
5. Plan check submittal shall include air quality/odor control device specification sheets. Plan check submittal shall also include a landscape plan that includes drought-tolerant plants and/or California native plants, bike racks, parking lot striping in conformance with CMMC requirements, and a trash enclosure.
6. No signage shall be installed until the owner/operator or its designated contractor has obtained permits required from the City. Business identification signage shall be limited to that needed for identification only. Business identification signage shall not include any references to cannabis, whether in words or symbols. All signs shall comply with the CMMC.
7. The plans and business operator shall comply with the requirements of the applicable California Fire Code, including any referenced standards as amended by the City of Costa Mesa.
8. The Traffic Impact Fee as calculated by the Transportation Services Division shall be paid in full.
9. Construction documents shall include a temporary fencing and temporary security lighting exhibit to ensure the site is secured during construction and to discourage crime, vandalism, and illegal encampments.
10. The applicant shall submit a lighting plan to the Planning Division for review and approval. The lighting plan shall show locations of all security lighting. As determined by the Director of Economic and Development Services or their designee, a photometric study may be required to demonstrate compliance with the following: (a) lighting levels on the

property including the parking lot shall be adequate for safety and security purposes (generally, at least 1.0 foot candle), (b) lighting design and layout shall minimize light spill at the adjacent residential property line and at other light-sensitive uses (generally, no more than 0.5-footcandle at the property line), and (c) glare shields may be required to prevent light spill.

11. Two (2) sets of detailed landscape and irrigation plans, which meet the requirements set forth in Costa Mesa Municipal Code Sections 13-101 through 13-108, shall be required as part of the project plan check review and approval process. Plans shall be forwarded to the Planning Division for final approval prior to issuance of building permits.

***Prior to Issuance of a Certificate of Use/Occupancy***

1. The operator, contractors, and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final occupancy and utility releases will not be granted until all such licenses have been obtained.

***Prior to Issuance of Cannabis Business Permit***

1. The applicant shall contact the Planning Division for a facility inspection and provide a matrix of conditions of approval explaining how each was met prior to issuance of a Cannabis Business Permit.
2. The applicant shall pay the public notice fee ($1 per notice post card) and the newspaper ad publishing cost.
3. The final Security Plan shall be consistent with the approved building plans.
4. Each entrance to the business shall be visibly posted with a clear and legible notice stating the following:
   a. That smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited;
   b. That no person under the age of twenty-one (21) years of age is permitted to enter upon the premises;
   c. That loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises is prohibited; and
   d. The premise is a licensed cannabis operation approved by the City of Costa Mesa. The City may also issue a window/door sticker, which shall be visibly posted.
5. The owner/operator shall obtain and maintain at all times during the term of the permit comprehensive general liability insurance and comprehensive automotive liability insurance protecting the permittee in an amount of not less than two million dollars ($2,000,000.00) per occurrence, combined single limit, including bodily injury and property damage and not less than two million dollars ($2,000,000.00) aggregate for each personal injury liability, products-completed operations and each accident, issued by an insurance provider admitted and authorized to do business in California and shall be rated at least A-:viii in A.M. Best & Company's Insurance Guide.

Such policies of insurance shall be endorsed to name the City of Costa Mesa as an additional insured. Proof of said insurance must be provided to the Planning Division before the business commences operations. Any changes to the insurance policy must be submitted to the Planning Division within 10 days of the date the change is effective.

6. The applicant shall submit an executed Retail Cannabis Business Permit Defense and Indemnity Agreement on a form to be provided by the City.
7. The applicant shall post signs within the parking lot directing the use of consideration such as no loud voices, loud music, revving car engines, etc. The language of the parking lot signs shall be reviewed and approved by the Planning Division prior to installation.

***Operational Conditions***

1. No product deliveries to the facility shall occur after 10:00 PM and before 7:00 AM.
2. Onsite sales to customers is limited to the hours between 7:00 AM and 10:00 PM.
3. At least one security guard shall be onsite during operating hours, and at any time staff are present onsite outside of public business hours.
4. The operator shall maintain free of litter all areas of the property under which applicant has control.
5. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The operator shall institute appropriate security and operational measures as necessary to comply with this requirement.
6. If parking shortages or other parking-related problems develop, the business owner or operator will be required to institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee. Temporary or permanent parking management strategies include, but are not limited to, reducing operating hours of the business, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and offering discounts for online and phone orders.
7. All employees must wear an identification badge while on the premises of the business, in a format prescribed by the City Manager or designee. When on the premises, badges must be clearly visible and worn on outermost clothing and above the waist in a visible location.
8. Vendor product loading and unloading shall only take place within direct unobstructed view of surveillance cameras, located in close proximity to the vendor entry door, as shown on an exhibit approved by the Director of Economic and Development Services or designee. No loading and unloading of cannabis products into or from the vehicles shall take place outside of camera view. The security guard shall monitor all on-site loading and unloading of vehicles. Video surveillance cameras shall be installed on the

exterior of the building with direct views of the vendor entry door and the entire parking lot. Any modifications or additional vehicle loading and unloading areas shall be submitted to the Director of Economic and Development Services or designee for approval.

9. Vendor vehicle standing, loading and unloading shall be conducted so as not to interfere with normal use of streets, sidewalks, driveways and on-site parking.
10. The sale, dispensing, or consumption of alcoholic beverages on or about the premises is prohibited.
11. No outdoor storage or display of cannabis or cannabis products is permitted at any time.
12. Cannabis shall not be consumed on the property at any time, in any form.
13. The owner/operator shall prohibit loitering on and within fifty (50) feet of the property.
14. No cannabis or cannabis products, or graphics depicting cannabis or cannabis products, shall be visible from the exterior of the property.
15. The owner or operator shall maintain air quality/odor control devices by replacing filters on a regular basis, as specified in the manufacturer specifications.
16. If cannabis odor is detected outside the building, the business owner or operator shall institute corrective measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services.
17. Cannabis liquid or solid waste must be made unusable and unrecognizable prior to leaving a secured storage area and shall be disposed of at facility approved to receive such waste.
18. Each transaction involving the exchange of cannabis goods between the business and consumer shall include the following information: (1) Date and time of transaction; (2) Name and employee number/identification of the employee who processed the sale; (3) List of all cannabis goods purchased including quantity; and (4) Total transaction amount paid.
19. In addition to the standards contained in Chapter VI of Title 9, the retail storefront use shall comply with the operational standards set forth in Costa Mesa Municipal Code Section 13-200.93(f).

# APPLICANT LETTER – REQUEST TO MODIFY HOURS OF OPERATION

**Project:** 420 Native Garden – 167 Cabrillo Street, Costa Mesa, California

**To:** City of Costa Mesa
Planning Division

**From:** 420 Native Garden
167 Cabrillo Street
Costa Mesa, California

**Re:** Request to Modify Approved Hours of Operation from 9:00 a.m.–8:00 p.m. to 7:00 a.m.–10:00 p.m. and remove requirement for overnight security guard consistent with Costa Mesa Municipal Code.

## Consistency with Costa Mesa Required Findings

The proposed modification to operating hours and removal of overnight security satisfies the required findings for approval under the Costa Mesa Municipal Code and applicable conditional use permit standards. The request is consistent with the General Plan, Zoning Code, and previously approved entitlement conditions governing licensed cannabis retail uses. The proposed operational change does not result in an intensification of land use, does not expand the scope of the approved use, and does not create adverse impacts related to traffic, parking, noise, lighting, or public safety. The use will continue to operate entirely within the existing approved tenant space with no physical modifications.

## Public Health, Safety, and Welfare

The requested hours of operation and removing the overnight guard will not be detrimental to the public health, safety, or general welfare. Existing security measures, access controls, staffing levels, and regulatory compliance protocols will remain unchanged. The extended hours mirror those already approved for similarly situated licensed cannabis retailers in the immediate vicinity. The overnight security reports demonstrate that no necessity exists to justify the cost.  No security concerns have been presented as arising overnight.

## Compatibility and Non-Detriment

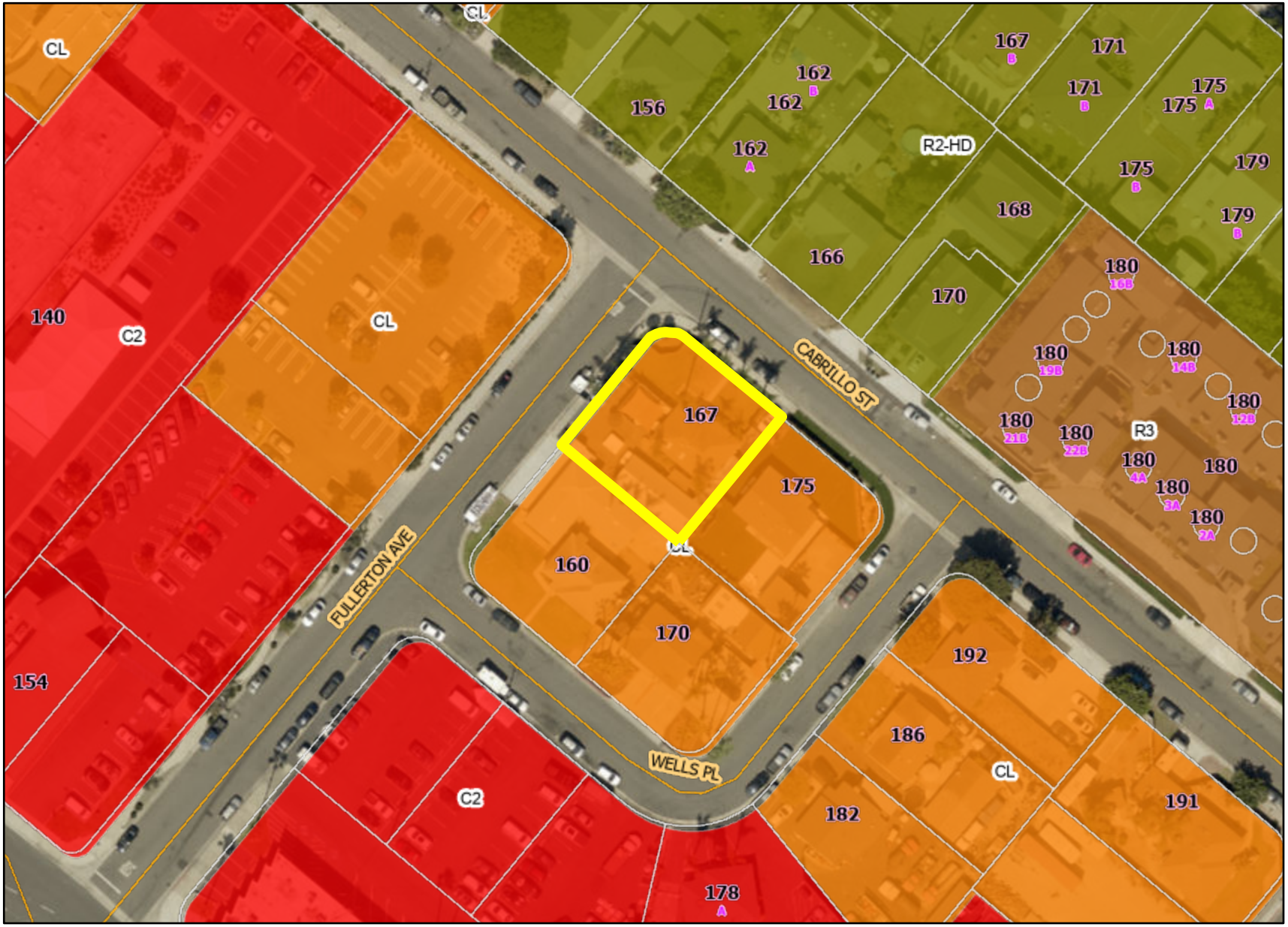
The proposed hours are compatible with surrounding commercial uses and will not be materially detrimental to nearby properties. The modification aligns the Applicant’s hours with established operating patterns already present in the surrounding area and eliminates a competitive disparity unrelated to land-use considerations.

## Conclusion

For the reasons stated above, the Applicant respectfully requests approval of the proposed modification to operating hours and removal of the overnight guard. The request satisfies all applicable findings, maintains consistency with City regulations, and will not result in adverse community impacts.

ATTACHMENT 3

# Zoning Map - 167 Cabrillo Street




**Legend**

- City Limit
- Streets
- Addresses
- Silver

Zoning

- AP - Administrative Professional
- IR-MLT - Institutional Recreational Multi-Use
- R1 - Single-Family Residential
- R2-MD - Multiple-Family Residential, Medium Density
- R2-HD - Multiple-Family Residential, High Density
- R3 - Multiple Family Residential
- MG - General Industrial
- MP - Industrial Park
- PDI - Planned Development Industrial
- C1 - Local Business
- C2 - General Business
- C1-S - Shopping Center
- TC - Town Center
- PDR-NCM - Planned Development Residential - North Costa Mesa
- I&R - Institutional Recreactional
- I&R-S - Institutional Recreational - School
- P - Parking
- CL - Commercial

N W E S

0 0.01 0.03 0.05 mi

The City of Costa Mesa makes no guarantee as to the accuracy of any of the information provided and assumes no liability for any errors, omissions, or inaccuracies.

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**RESOLUTION NO. PC-2023-04**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA APPROVING PLANNING APPLICATION 21-36 FOR A STOREFRONT RETAIL CANNABIS BUSINESS (CABRILLO COMMUNITY PROJECT LLC DBA NATIVE GARDEN) IN THE CL ZONE AT 167 CABRILLO STREET**

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA FINDS AND DECLARES AS FOLLOWS:

WHEREAS, in November 2020, the Costa Mesa voters approved Measure Q; which allows for storefront and non-storefront retail cannabis uses in commercially zoned properties meeting specific location requirements, and non-storefront retail cannabis uses in Industrial Park (MP) and Planned Development Industrial (PDI) zoned properties;

WHEREAS, on June 15, 2021, the City Council adopted Ordinance Nos. 21-08 and No. 21-09 to amend Titles 9 and 13 of the Costa Mesa Municipal Code (CMMC) to establish regulations for cannabis storefront and non-storefront uses;

WHEREAS, Planning Application 21-36 was filed by Christopher Glew with Cabrillo Community Project LLC DBA Native Garden, the authorized agent for the property owner, Palanjian Family Trust, requesting approval of the following:

A Conditional Use Permit to operate a storefront retail cannabis business within an existing 1,050-square-foot commercial building located at 167 Cabrillo Street. The business would sell pre-packaged cannabis and pre-packaged cannabis products directly to customers onsite, subject to conditions of approval and other City and State requirements;

WHEREAS, a duly noticed public hearing was held by the Planning Commission on January 23, 2023 with all persons having the opportunity to speak for and against the proposal;

WHERAS, the Planning Commission voted 6-1 to continue the project to the February 27, 2023 Planning Commission meeting, and directed staff to return with a resolution for approval for Planning Commission consideration;

WHEREAS, a duly noticed public hearing was held by the Planning Commission on February 27, 2023 with all persons having the opportunity to speak for and against the proposal;

WHERAS pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of CEQA per Section 15301 (Class 1), for Existing Facilities, as described specifically in the staff report;

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

NOW, THEREFORE, based on the evidence in the record and the findings contained in Exhibit A, and subject to the conditions of approval contained within Exhibit B, the Planning Commission hereby **APPROVES** Planning Application 21-36 with respect to the property described above.

BE IT FURTHER RESOLVED that the Costa Mesa Planning Commission does hereby find and determine that adoption of this Resolution is expressly predicated upon the activity as described in the staff report for Planning Application 21-36 and upon applicant's compliance with each and all of the conditions in Exhibit B, and compliance of all applicable State, and local laws. Any approval granted by this resolution shall be subject to review, modification or revocation if there is a material change that occurs in the operation, or if the applicant fails to comply with any of the conditions of approval.

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 27th day of February, 2023.**

Adam Ereth, Chair
Costa Mesa Planning Commission

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

I, Scott Drapkin, Secretary to the Planning Commission of the City of Costa Mesa, do hereby certify that the foregoing Resolution No. PC-2023-04 was passed and adopted at a regular meeting of the City of Costa Mesa Planning Commission held on February 27, 2023 by the following votes:

AYES: Toler, Andrade, Taber, Zich

NOES: Ereth, Rojas, Vivar

ABSENT: None

ABSTAIN: None

Scott Drapkin, Secretary
Costa Mesa Planning Commission

## EXHIBIT A

**FINDINGS**

A. The proposed project complies with Costa Mesa Municipal Code Section 13-29(g)(2) because:

**Finding:** The proposed development or use is substantially compatible with developments in the same general area and would not be materially detrimental to other properties within the area.

**Facts in Support of Findings:** The subject site is located within the CL zone (Commercial Limited District) and the general vicinity includes a variety of commercial uses including office, retail, fitness, and restaurant uses. Pursuant to the CMMC, cannabis retail storefronts are conditionally permitted uses in the City's commercial zones and are subject to extensive regulation. These regulations are adopted to prevent land use inconsistencies with adjacent properties. Additionally, the proposed cannabis retail storefront use is not located within 1,000 feet of a K-12 school, playground, licensed child daycare, or homeless shelter, or within 600 feet of a youth center. All retail sales would take place underroof, no outdoor storage or sales are proposed nor would be allowed.

The CMMC does not establish a minimum separation between retail cannabis uses and residential uses. Instead, the City's thorough, multi-step permitting process and project-specific conditions of approval decrease the potential for the proposed use to impact neighboring properties, including residential uses.

As conditioned, the use would operate under restricted hours in consideration of adjacent uses. Other conditions of approval are designed to further improve compatibility with other uses in the area, including but not limited to:

- At least one security guard shall be present at all times;
- Odor control devices and techniques shall be incorporated to ensure that odors from cannabis are not detected outside the property, anywhere on adjacent property or public right-of-way;
- A lighting plan shall be provided during plan check and exterior lighting shall be shielded down and away from adjacent properties;
- Signs regarding consideration and noise shall be posted in the parking lot;
- A parking management and security plan would be required for any grand opening or other high volume event; and

- The operator would be required to make changes to the business should noise or parking problems arise.

The proposed use would be substantially compatible with developments in the general area and would not be materially detrimental to other properties within the area.

**Finding:** Granting the conditional use permit will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood.

**Facts in Support of Finding:** The proposed cannabis retail storefront use would follow safety measures detailed in a professionally prepared security plan. The security plan was evaluated for compliance by the City's cannabis consultant, HdL. Measures designed to maintain safety at the site include, but are not limited to, at least one security guard would be onsite at all times and security devices shall be installed before operation. Examples of security devices include window and door alarms, motion-detectors, limited access areas, and a monitored video surveillance system covering all exterior entrances, exits, and interior limited access spaces. In addition, the business employees must pass a live scan background check and obtain an identification badge from the City. As conditioned, the proposed use would feature air filtration devised so odors from cannabis are not detected outside the property. When operating in accordance with the professionally prepared security plan and in conformance with local and State laws, the proposed use would not be materially detrimental to public health and safety, or otherwise injurious to property or improvements within the immediate neighborhood.

**Finding:** Granting the conditional use permit will not allow a use, density or intensity which is not in accordance with the general plan designation and any applicable specific plan for the property.

**Facts in Support of Finding:** The proposed retail use would be located in an existing commercial building on a property that has a General Plan land use classification of "Neighborhood Commercial." Given the limited customer area (approximately 400 square feet) of the proposed retail establishment, and being located several hundred feet from a major commercial corridor, the proposed use is considered a neighborhood-serving business as intended by the General Plan. No additional square footage is proposed and the current use is retail in nature, therefore approving the CUP would not increase site intensity. The proposed use, as conditioned, is consistent with General Plan policies related to providing a mixture of commercial goods, services, and employment opportunities; expanding the City's tax base; promoting the incubation of unique and specialized businesses; protecting neighborhoods;

reducing nonresidential traffic in residential neighborhoods; and reducing noise impacts on sensitive receptors.

B. The project is categorically exempt from the provisions of CEQA pursuant to CEQA Guidelines Section 15301 for the permitting and/or minor alteration of Existing Facilities, involving negligible or no expansion of the existing or prior use. This project site contains an existing commercial building that has previously been used for commercial activities and the application does not propose an increase in floor area and reflects a negligible expansion of the prior commercial use. The project is consistent with the applicable General Plan land use designation and policies as well as with the applicable zoning designation and regulations.

C. The project is subject to a traffic impact fee, pursuant to Chapter XII, Article 3 Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

## EXHIBIT B

## CONDITIONS OF APPROVAL

### *General*

Plng.

1. The use of this property as a cannabis storefront business shall comply with the approved plans and terms described in the resolution, these conditions of approval, and applicable sections of the Costa Mesa Municipal Code (CMMC). The Planning Commission may modify or revoke any planning application based on findings related to public nuisance and/or noncompliance with conditions of approval [Title 13, Section 13-29(o)].
2. Approval of the planning/zoning application is valid for two years from the effective date of this approval and will expire at the end of that period unless the applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and has continued to maintain a valid building permit by making satisfactory progress as determined by the Building Official, 2) a certificate of occupancy has been issued, or 3) the use is established and a business license has been issued. A time extension can be requested no less than 30 days or more than sixty (60) days before the expiration date of the permit and submitted with the appropriate fee for review to the Planning Division. The Director of Development Services may extend the time for an approved permit or approval to be exercised up to 180 days subject to specific findings listed in Title 13, Section 13-29 (k) (6). Only one request for an extension of 180 days may be approved by the Director. Any subsequent extension requests shall be considered by the original approval authority.
3. No person may engage in any cannabis business or in any cannabis activity within the City including delivery or sale of cannabis or a cannabis product unless the person:
   a. Has a valid Cannabis Business Permit from the City;
   b. Has paid all Cannabis Business Permit and all application fees and deposits established by resolution of the City Council, including annual Community Improvement Division inspection deposits;
   c. Has obtained all applicable planning, zoning, building, and other applicable permits from the relevant governmental agency which may be applicable to the zoning district in which such cannabis business intends to operate;
   d. Has obtained a City business license pursuant to Chapter I of the Municipal Code;
   e. Is in compliance with all requirements of the Community Improvement Division regarding the property;
   f. Has obtained any and all licenses required by State law and/or regulations; and
   g. Has satisfied all CUP conditions of approval.

4. Any change in the operational characteristics of the use shall be subject to Planning Division review and may require an amendment to the Conditional Use Permit, subject to either Zoning Administrator or Planning Commission approval, depending on the nature of the proposed change.
5. No cultivation of cannabis is allowed anywhere on the premises.
6. The uses authorized by this Conditional Use Permit must be conducted in accordance with all applicable State and local laws, including, but not limited to compliance with the most current versions of the provisions of the California Code of Regulations that regulate the uses permitted hereby. Any violation thereof shall be a violation of the conditions of this permit and may be cause for revocation of this permit.
7. Except for operations allowed by this Conditional Use Permit and under an active Cannabis Business Permit and State Type 10 license, no permit holder or any of its employees shall sell, distribute, furnish, and/or otherwise provide any cannabis or cannabis product to any person, firm, corporation, group or any other entity, unless that person or entity is a lawful, bona fide customer, or it possesses all currently valid permits and/or licenses required by both the State of California and applicable local governmental entity to lawfully receive such cannabis and to engage in a "cannabis activity" as defined by Costa Mesa Municipal Code sec. 9-485. The permit holder shall verify that the recipient, regardless of where it is located, of any cannabis or cannabis product sold, distributed, furnished, and/or otherwise provided by or on behalf of the permit holder, possesses all required permits and/or licenses therefor.
8. The applicant, the property owner and the operator (collectivley referred to as "indemnitors") shall each jointly and severally defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers and employees from any claim, legal action, or proceeding (collectively referred to as "proceeding") brought against the City, its elected and appointed officials, agents, officers or employees arising out of City's approval of the project, including but not limited to any proceeding under the California Environmental Quality Act. The indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, the City and/or the parties initiating or bringing such proceeding. This indemnity provision shall include the indemnitors' joint and several obligation to indemnify the City for all the City's costs, fees, and damages that the City incurs in enforcing the indemnification provisions set forth in this section.
9. If any section, division, sentence, clause, phrase or portion of this approval is 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.
10. The use shall operate in accordance with the approved Security Plan. Any changes to the Security Plan must be submitted to the Planning Division with

a written explanation of the changes. If the Director determines that changes are substantial, a modification to the Cannabis Business Permit and/or amendment to the CUP may be required.

11. A parking and security management plan, including techniques described in Operational Condition of Approval No. 6, must be approved by the Director of Economic and Development Services or designee prior to any grand opening or other high volume event on the subject property.
12. After being open to the public for at least six months, this CUP shall be placed on the Planning Commission agenda as a noticed public hearing item for a follow-up review, consideration of operations, and modifications to the conditions of approval. Prior to that hearing, staff may provide notice to the neighbors, obtain any information regarding calls for service, and request that the City's Transportation Division visit the site during peak hour periods to determine any traffic and/or circulation issues. During this six-month review, the Planning Commission may also consider modifying the approved hours of operation as well as other conditions of approval and may make modifications necessary to ensure neighborhood compatibility based on evidence in the record.

Bldg. 13. Development shall comply with the requirements of the following adopted codes: 2022 California Residential Code, 2022 California Building Code, 2022 California Electrical Code, 2022 California Mechanical Code, 2022 California Plumbing Code, 2022 California Green Building Standards Code and 2022 California Energy Code (or the applicable adopted, California Residential Code, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and California Energy Code at the time of plan submittal or permit issuance) and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa. Requirements for accessibility to sites, facilities, buildings and elements by individuals with disability shall comply with chapter 11B of the 2022 California Building Code.

CBP 14. The operator shall maintain a valid Cannabis Business Permit and a valid Business License at all times. The Cannabis Business Permit application number associated with this address is MQ-21-26. Upon issuance, the Cannabis Business Permit will be valid for a two-year period and must be renewed with the City prior to its expiration date, including the payment of permit renewal fees. No more than one Cannabis Business Permit may be issued to this property.

15. The use shall operate in accordance with the approved Business Plan. Any changes to the Business Plan must be submitted to the Planning Division with a written explanation of the changes. If the Director determines that changes are substantial, a modification to the Cannabis Business Permit and/or amendment to the CUP may be required.
16. A Cannabis Business Permit may be revoked upon a hearing by the Director of Economic and Development Services or designee pursuant to Section 9-120 of the CMMC for failing to comply with the terms of the

permit, the applicable provisions of the CMMC, State law or regulation and/or any condition of any other permit issued pursuant to this code. Revocation of the Cannabis Business Permit shall trigger the City's proceedings to revoke the Conditional Use Permit and its amendments. The Conditional Use Permit granted herein shall not be construed to allow any subsequent owner/operator to continue operating under PA-21-36 until a valid new Cannabis Business Permit is received from the City of Costa Mesa.

17. A change in ownership affecting an interest of 51 or more percent, or an incremental change in ownership that will result in a change of 51 or more percent over a three year period, shall require submittal and approval of a new Cannabis Business Permit. A change in ownership that affects an interest of less than 51 percent shall require approval of a minor modification to the Cannabis Business Permit.

State

18. The business must obtain any and all licenses required by State law and/or regulation prior to engaging in any cannabis activity at the property.
19. The applicant shall obtain State License Type 10 prior to operating. The uses authorized by this Conditional Use Permit must be conducted in accordance with all applicable State and local laws, including, but not limited to compliance with the most current versions of the provisions of the California Code of Regulations that regulate the uses permitted hereby. Any violation thereof shall be a violation of the conditions of this permit and may be cause for revocation of this permit.
20. Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the City, until the State of California, or its respective department or division, reinstates or reissues the State license. Should the State of California, or any of its departments or divisions, revoke or terminate the license of a cannabis business, such revocation or termination shall also revoke or terminate the ability of a cannabis business to operate within the City. This Conditional Use Permit will expire and be of no further force and effect if any State issued license remains suspended for a period exceeding six (6) months. Documentation of three violations during routine inspections or investigations of complaints shall result in the Community Inprovement Division scheduling a hearing before the Director of Development Services to consider revocation of the Cannabis Business Permit.
21. Persons under the age of twenty-one (21) years shall not be allowed on the premises of this business, except as otherwise specifically provided for by state law and CMMC Section 9-495(h)(6). It shall be unlawful and a violation of this CUP for the owner/operator to employ any person who is not at least twenty-one (21) years of age.

PD

22. Every manager, supervisor, employee or volunteer of the cannabis business must submit fingerprints and other information specified on the Cannabis Business Permit for a background check by the Costa Mesa Police Department to verify that person's criminal history. No employee or

volunteer may commence paid or unpaid work for the business until the background checks have been approved. No cannabis business or owner thereof may employ any person who has been convicted of a felony within the past 7 years, unless that felony has been dismissed, withdrawn, expunged or set aside pursuant to Penal Code sections 1203.4, 1000 or 1385, or who is currently on probation or parole for the sale, distribution, possession or manufacture of a controlled substance.

CID 23. Should any employee, volunteer or other person who possesses an identification badge be terminated or cease their employment with the business, the applicant shall return such identification badge to the City of Costa Mesa Community Improvement Division within 24 hours, not including weekends and holidays.

24. The property owner and applicant shall use "Crime Prevention Through Environmental Design" techniques to reduce opportunities for crime, loitering and encampments on the property as deemed appropriate by the Community Improvement Manager and Director of Economic and Development Services.

Finance 25. This business operator shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees and permits required under State and local law. This business operator shall cooperate with the City with respect to any reasonable request to audit the cannabis business' books and records for the purpose of verifying compliance with the CMMC and this CUP, including but not limited to a verification of the amount of taxes required to be paid during any period.

26. The following records and recordkeeping shall be maintained/conducted:

a. The owner/operator of this cannabis business shall maintain accurate books and records, detailing all of the revenues and expenses of the business, and all of its assets and liabilities. On no less than an annual basis, or at any time upon reasonable request of the City, the owner/operator shall file a sworn statement detailing the number of sales by the cannabis business during the previous twelve month period (or shorter period based upon the timing of the request), provided on a per-month basis. The statement shall also include gross sales for each month, and all applicable taxes paid or due to be paid.

b. The owner/operator shall maintain a current register of the names and the contact information (including the name, address, and telephone number) of anyone owning or holding an interest in the cannabis business, and separately of all the officers, managers, employees, agents and volunteers currently employed or otherwise engaged by the cannabis business. The register required by this condition shall be provided to the City Manager upon a reasonable request.

c. The owner/operator shall maintain an inventory control and reporting system that accurately documents the present location, amounts, and descriptions of all cannabis and cannabis products for all stages of the retail sale process. Subject to any restrictions under the Health Insurance Portability and Accountability Act (HIPPA), the

owner/operator shall allow City officials to have access to the business's books, records, accounts, together with any other data or documents relevant to its permitted cannabis activities, for the purpose of conducting an audit or examination. Books, records, accounts, and any and all relevant data or documents will be produced no later than twenty-four (24) hours after receipt of the City's request, unless otherwise stipulated by the City.

d. The owner/operator shall have in place a point-of-sale tracking system to track and report on all aspects of the cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, and gross sales (by weight and by sale). The owner/operator shall ensure that such information is compatible with the City's record-keeping systems. The system must have the capability to produce historical transactional data for review by the City Manager or designees.

Insp. 27. The City Manager or designees may enter this business at any time during the hours of operation without notice, and inspect all areas of this business as well as any recordings and records required to be maintained pursuant to Title 9, Chapter VI or under applicable provisions of State law. It is a violaiton of this use permit for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection of the business or areas within and/or associated with the business. If business areas are located behind access controlled (locked) doors, these areas shall be opened/available immediatley for inspection upon request. If areas of the business are not available to the City Manager or designees for inspection upon immediate request, the Cannabis Business Permit (CBP) shall be subject to revocation pursuant Costa Mesa Municipal Code section 9-120.

28. Inspections of this cannabis business by the City will be conducted, at a minimum, on a quarterly basis. The applicant will pay for the inspections according to the adopted Fee Schedule.

29. Quarterly Fire & Life Safety Inspections will be conducted by the Community Risk Reduction Division to verify compliance with the approved operation. The applicant will pay for the inspection according to the Additional Required Inspections as adopted in the Fee Schedule.

30. Annual Fire & Life Safety Inspections will be conducted by the Fire Station Crew for emergency response pre-planning and site access familiarization. The applicant will pay for the inspection according to the adopted Fee Schedule.

31. Pursuant to Title 9, Chapter VI, it is unlawful for any person having responsibility for the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under this chapter or under State or local law. It is also unlawful for a person to conceal, destroy, deface,

damage, or falsify any records, recordings or other documents required to be maintained by a cannabis business under this chapter or under State or local law.

***Prior to Issuance of Building Permits***

1. Plans shall be prepared, stamped and signed by a California licensed Architect or Engineer.
2. The conditions of approval and ordinance or code provisions of Planning Application 21-36 shall be blueprinted on the face of the site plan as part of the plan check submittal package.
3. Prior to the Building Division issuing a demolition permit, the applicant shall contact the South Coast Air Quality Management District (AQMD) located at:
   21865 Copley Dr.
   Diamond Bar, CA 91765-4178
   Tel: 909- 396-2000
   Or visit its website: http://www.costamesaca.gov/modules/showdocument.aspx?documentid=23381. The Building Division will not issue a demolition permit until an Identification Number is provided by AQMD.
4. Odor control devices and techniques shall be incorporated to ensure that odors from cannabis are not detected outside the property, anywhere on adjacent property or public right-of-way. Building and mechanical permits must be obtained from the Building Division prior to work commencing on any part of the odor control system.
5. Plan check submittal shall include air quality/odor control device specification sheets. Plan check submittal shall also include a landscape plan that includes drought-tolerant plants and/or California native plants, bike racks, parking lot striping in conformance with CMMC requirements, and a trash enclosure.
6. No signage shall be installed until the owner/operator or its designated contractor has obtained permits required from the City. Business identification signage shall be limited to that needed for identification only. Business identification signage shall not include any references to cannabis, whether in words or symbols. All signs shall comply with the CMMC.
7. The plans and business operator shall comply with the requirements of the applicable California Fire Code, including any referenced standards as amended by the City of Costa Mesa.
8. The Traffic Impact Fee as calculated by the Transportation Services Division shall be paid in full.
9. Construction documents shall include a temporary fencing and temporary security lighting exhibit to ensure the site is secured during construction and to discourage crime, vandalism, and illegal encampments.

10. The applicant shall submit a lighting plan to the Planning Division for review and approval. The lighting plan shall show locations of all security lighting. As determined by the Director of Economic and Development Services or their designee, a photometric study may be required to demonstrate compliance with the following: (a) lighting levels on the property including the parking lot shall be adequate for safety and security purposes (generally, at least 1.0 foot candle), (b) lighting design and layout shall minimize light spill at the adjacent residential property line and at other light-sensitive uses (generally, no more than 0.5-footcandle at the property line), and (c) glare shields may be required to prevent light spill.
11. Two (2) sets of detailed landscape and irrigation plans, which meet the requirements set forth in Costa Mesa Municipal Code Sections 13-101 through 13-108, shall be required as part of the project plan check review and approval process. Plans shall be forwarded to the Planning Division for final approval prior to issuance of building permits.

***Prior to Issuance of a Certificate of Use/Occupancy***

1. The operator, contractors, and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final occupancy and utility releases will not be granted until all such licenses have been obtained.

***Prior to Issuance of Cannabis Business Permit***

1. The applicant shall contact the Planning Division for a facility inspection and provide a matrix of conditions of approval explaining how each was met prior to issuance of a Cannabis Business Permit.
2. The applicant shall pay the public notice fee ($1 per notice post card) and the newspaper ad publishing cost.
3. The final Security Plan shall be consistent with the approved building plans.
4. Each entrance to the business shall be visibly posted with a clear and legible notice stating the following:
   a. That smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited;
   b. That no person under the age of twenty-one (21) years of age is permitted to enter upon the premises;
   c. That loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises is prohibited; and
   d. The premise is a licensed cannabis operation approved by the City of Costa Mesa. The City may also issue a window/door sticker, which shall be visibly posted.
5. The owner/operator shall obtain and maintain at all times during the term of the permit comprehensive general liability insurance and comprehensive automotive liability insurance protecting the permittee in an amount of not less than two million dollars ($2,000,000.00) per occurrence, combined

single limit, including bodily injury and property damage and not less than two million dollars ($2,000,000.00) aggregate for each personal injury liability, products-completed operations and each accident, issued by an insurance provider admitted and authorized to do business in California and shall be rated at least A-:viii in A.M. Best & Company's Insurance Guide. Such policies of insurance shall be endorsed to name the City of Costa Mesa as an additional insured. Proof of said insurance must be provided to the Planning Division before the business commences operations. Any changes to the insurance policy must be submitted to the Planning Division within 10 days of the date the change is effective.

6. The applicant shall submit an executed Retail Cannabis Business Permit Defense and Indemnity Agreement on a form to be provided by the City.
7. The applicant shall post signs within the parking lot directing the use of consideration such as no loud voices, loud music, revving car engines, etc. The language of the parking lot signs shall be reviewed and approved by the Planning Division prior to installation.

***Operational Conditions***

PC 1. No product deliveries to the facility shall occur after 8:00 PM and before 9:00 AM.

PC 2. Onsite sales to customers is limited to the hours between 9:00 AM and 8:00 PM.

3. At least one security guard shall be onsite at all times.
4. The operator shall maintain free of litter all areas of the property under which applicant has control.
5. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The operator shall institute appropriate security and operational measures as necessary to comply with this requirement.
6. If parking shortages or other parking-related problems develop, the business owner or operator will be required to institute appropriate operational measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services or designee. Temporary or permanent parking management strategies include, but are not limited to, reducing operating hours of the business, hiring an additional employee trained in traffic control to monitor parking lot use and assist with customer parking lot circulation, and offering discounts for online and phone orders.
7. All employees must wear an identification badge while on the premises of the business, in a format prescribed by the City Manager or designee. When on the premises, badges must be clearly visible and worn on outermost clothing and above the waist in a visible location.
8. Vendor product loading and unloading shall only take place within direct unobstructed view of surveillance cameras, located in close proximity to the vendor entry door, as shown on an exhibit approved by the Director of

Economic and Development Services or designee. No loading and unloading of cannabis products into or from the vehicles shall take place outside of camera view. The security guard shall monitor all on-site loading and unloading of vehicles. Video surveillance cameras shall be installed on the exterior of the building with direct views of the vendor entry door and the entire parking lot. Any modifications or additional vehicle loading and unloading areas shall be submitted to the Director of Economic and Development Services or designee for approval.

9. Vendor vehicle standing, loading and unloading shall be conducted so as not to interfere with normal use of streets, sidewalks, driveways and on-site parking.
10. The sale, dispensing, or consumption of alcoholic beverages on or about the premises is prohibited.
11. No outdoor storage or display of cannabis or cannabis products is permitted at any time.
12. Cannabis shall not be consumed on the property at any time, in any form.
13. The owner/operator shall prohibit loitering on and within fifty (50) feet of the property.
14. No cannabis or cannabis products, or graphics depicting cannabis or cannabis products, shall be visible from the exterior of the property.
15. The owner or operator shall maintain air quality/odor control devices by replacing filters on a regular basis, as specified in the manufacturer specifications.
16. If cannabis odor is detected outside the building, the business owner or operator shall institute corrective measures necessary to minimize or eliminate the problem in a manner deemed appropriate by the Director of Economic and Development Services.
17. Cannabis liquid or solid waste must be made unusable and unrecognizable prior to leaving a secured storage area and shall be disposed of at facility approved to receive such waste.
18. Each transaction involving the exchange of cannabis goods between the business and consumer shall include the following information: (1) Date and time of transaction; (2) Name and employee number/identification of the employee who processed the sale; (3) List of all cannabis goods purchased including quantity; and (4) Total transaction amount paid.

# Costa Mesa Communications

## 167 CABRILLO

| Call Time | Event ID | Street | Nature | Business |
|---|---|---|---|---|
| 03/25/2025 04:08:2 | 2025026889 | 167 CABRILLO ST | BURGLARY AUDIBLE A | 420 NATIVE GARDEN |
| 04/18/2025 02:15:1 | 2025034959 | 167 CABRILLO ST | INFORMATION | |
| 06/21/2025 20:45:2 | 2025055982 | 167 CABRILLO ST | BURGLARY AUDIBLE A | 420 NATIVE GARDEN |
| 07/20/2025 11:56:2 | 2025066343 | 167 CABRILLO ST | 72 HOUR VIOLATION | 420 NATIVE GARDEN |
| 08/08/2025 04:39:5 | 2025072971 | 167 CABRILLO ST | P PATROL CHECK | 420 NATIVE GARDEN |
| 09/22/2025 06:54:1 | 2025089084 | 167 CABRILLO ST | 72 HOUR VIOLATION | 420 NATIVE GARDEN |
| 10/25/2025 20:48:0 | 2025100396 | 167 CABRILLO ST | SUSPICIOUS CIRCUMS | 420 NATIVE GARDEN |

77 Fair Drive
Costa Mesa, CA 92626

# CITY OF COSTA MESA

## Agenda Report

**File #:** 26-156 **Meeting Date:** 2/23/2026

**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, 714-754-5276; Victor.Mendez@costamesaca.gov**

**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.

# PLANNING COMMISSION AGENDA REPORT

**MEETING DATE: FEBRUARY 23, 2026 ITEM NUMBER: PH-3**

**SUBJECT: 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**

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

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

**FOR FURTHER INFORMATION CONTACT: VICTOR MENDEZ 714-754-5276 Victor.Mendez@costamesaca.gov**

## 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.

## APPLICANT OR AUTHORIZED AGENT:

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

| TABLE 1- 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 |
| | | | | |
| | 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 |

**EXECUTIVE SUMMARY:**

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. Consistent with these procedures, a duly noticed public hearing was held on October 23, 2025, before a hearing officer (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. A description and analysis of the permit request is included in the attached October 23, 2025, Hearing Officer Memorandum, and January 5, 2026, Final Decision Memorandum (Attachments 2 and 3).

A timely application for review of the approval was filed and the Planning Commission is now considering the matter pursuant to the applicable appeal and review procedures.

The Planning Commission's review is governed by the appellate procedures of CMMC Title 2, Chapter IX (Appeal and Review Procedure), as applicable to Chapter XV (Group Homes) of the Zoning Code. Pursuant to Chapter XV, group homes with six or few occupants (not including a house manager) located within the R-1 Single-Family Residential District are subject to a ministerial review process. Accordingly, the Planning Commission's review is limited to determining whether the applicant complies, or has agreed to comply, with the applicable objective standards set forth in subsections (a) and (b) of Section 13-311.

**SETTING:**

The subject site is located at 1601 Baker Street and is approximately 0.16 acres that 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:**

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).

Drug and Alcohol Recovery Treatment Facilities licensed by the state to care for up to six residents are generally exempt from local regulation pursuant to state law. However, non-state licensed sober living homes serving up to six residents in any residential zone within the City must obtain a SUP.

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 would be required to deny the application based on a determination that any of the following circumstances exist:

(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. 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.

**PUBLIC HEARING**

In its review of the project, the City's Hearing Officer considered the Special Use Permit application to allow a sober living home with six or fewer residents, excluding the house manager.

During the hearing, the Hearing Officer questioned the applicant regarding the length of stay for residents; a general description of house rules; whether services are provided on-site or off-site; curfew policies; procedures for rule violations; whether residents are referred by the County; staffing levels; and background check requirements for staff. The applicant responded to these inquiries and staff clarified that the adjacent property located at 1597 Baker Street operates as a residential care facility, not a sober living home. As such, the 650-foot separation requirement does not apply, as that distance requirement applies only between sober living homes. The CMMC definition of sober living homes explicitly excludes residential care facilities.

Five members of the public provided comments in opposition to the proposed sober living home, citing concerns related to quality of life, proximity to a residential care facility, advertising practices, overconcentration of residents, parking availability, and noise.

The Hearing Officer further questioned the applicant regarding issues raised during public comment, including the operator's current and prior operations in Costa Mesa and other cities, any disciplinary actions against the business, staff roles and responsibilities, and procedures followed when residents violate program rules.

The Hearing Officer confirmed that all public testimony, written correspondence, and oral presentations would be entered into the record. The Hearing Officer also noted that the purpose of the hearing was to receive information relevant to the qualifications set forth in Costa Mesa Municipal Code Sections 13-311(a) and (b), and that no decision may be issued sooner than 10 days and no later than 30 days following the hearing.

Public Comments – Hearing Officer Hearing

In response to the public notice sent out for the Hearing Officer hearing, a total of nine pubic comments (all in opposition of the permit, except one) were received. The primary concerns raised included noise and parking congestion; proximity to an existing Short-Term Residential Therapeutic Program; personal, child, and property safety; potential overcrowding; and compatibility of the proposed use with the surrounding neighborhood.

## HEARING OFFICER DECISION

On January 5, 2026, the City's Hearing Officer approved the Special Use Permit, with conditions, following review of the application materials, testimony, and evidence received at the public hearing. Hearing Officer's notice of decision concluded that the application is in compliance with CMMC Section 13-311, and no grounds for denial have been determined (Attachment 3).

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 Special Use Permit.

## APPEAL AND CALL TO REVIEW PROCEDURES

CMMC Title 2, Chapter IX, governs the City's appeal and review procedures. Section 2-309(2) (a) states that an appeal from a decision of the Development Services Director on planning matters shall be made to the Planning Commission.

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 Planning Commission may consider new evidence. However, the Commission'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.

Pursuant to CMMC Section 2-309(4), 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.

## APPLICATION ANALYSIS

Section CMMC 13-311 establishes the 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 the 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 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.

## 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

The Planning Commission may take the following actions:
1. Uphold the Hearing Officer's decision; or
2. Determine that the application does not meet the requirements of Section 13-311 and deny the permit.

## LEGAL REVIEW

The draft resolution and this report have been approved as to form by the City Attorney's Office.

## PUBLIC NOTICE

Section 2-308 of the CMMC requires that the notice of the hearing for an appeal or review shall be given in the same manner as any required notice for the hearing at which the decision subject to the appeal or review was made. In all cases for the hearing for an appeal or review, written notice of the date, time, and place shall be given to the original applicant, if any, any prior applicant for appeal regarding the same matter, and for appeals the person requesting the current appeal. As such, a public notice was mailed to all property owners and occupants within a 500-foot radius of the project site on February 12, 2026. The required notice radius is measured from the external boundaries of the property.

A public notice was posted on the street frontage of the project on February 12, 2026, and a public notice was published once in the Daily Pilot newspaper on February 13, 2026.

As of the date of this report, no written public comment has been received. See Attachment 5 for the Hearing Officer public comments. Any additional Planning Commission public comments received prior to the February 23, 2026, Planning Commission meeting will be provided separately.

## CONCLUSION

Based on the evidence in the record, the Hearing Officer determined that the application complies with CMMC Section 13-311. Therefore, staff recommends the Planning Commission uphold the Hearing Officer's decision to issue the SUP.

## ATTACHMENTS

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

**RESOLUTION NO. PC-2026-**

**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-___ 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: COMMISSIONERS

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

ABSTAIN: COMMISSIONERS

_____
Carrie Tai, Secretary
Costa Mesa Planning Commission

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.

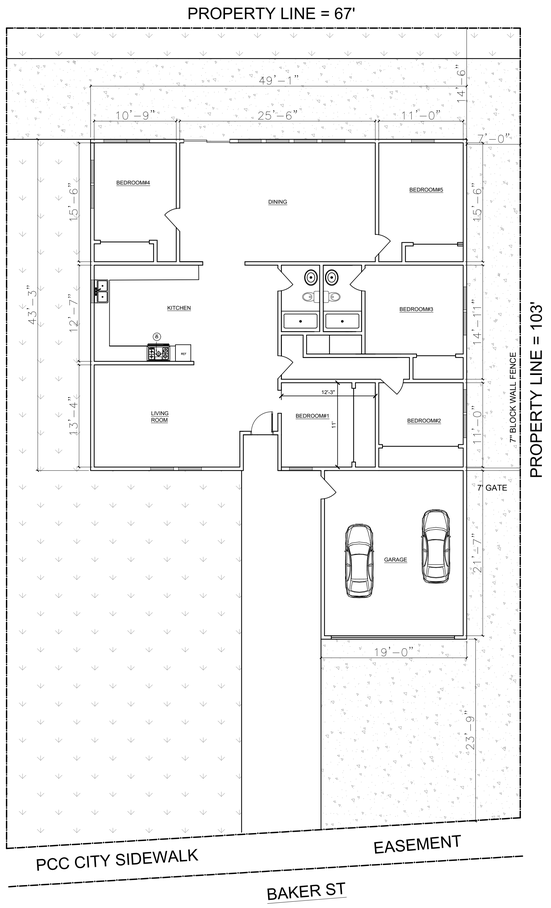
Based on the information provided and after a thorough review, the SUP application is approved, subject to the following conditions:

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 |

| 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 |
| | 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 |

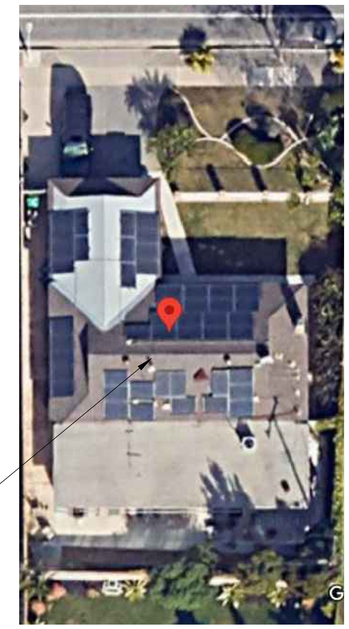



## PROJECT DATA

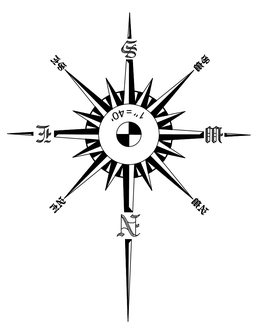
| | | |
|---|---|---|
| APN/PARCEL NUMBER | : | 139-193-14 |
| ZONING | : | R1 |
| CONSTRUCTION TYPE | : | VB |
| SPRINKLER SYSTEM | : | NO |
| NUMBER OF STORIES | : | 1 |
| LOT SIZE | : | 7,384 SQFT |
| RESIDENCE | : | 2,500 SFT |
| FLOOR AREA RATIO | : | .034 |

## PLAN SHEETS


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

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 |
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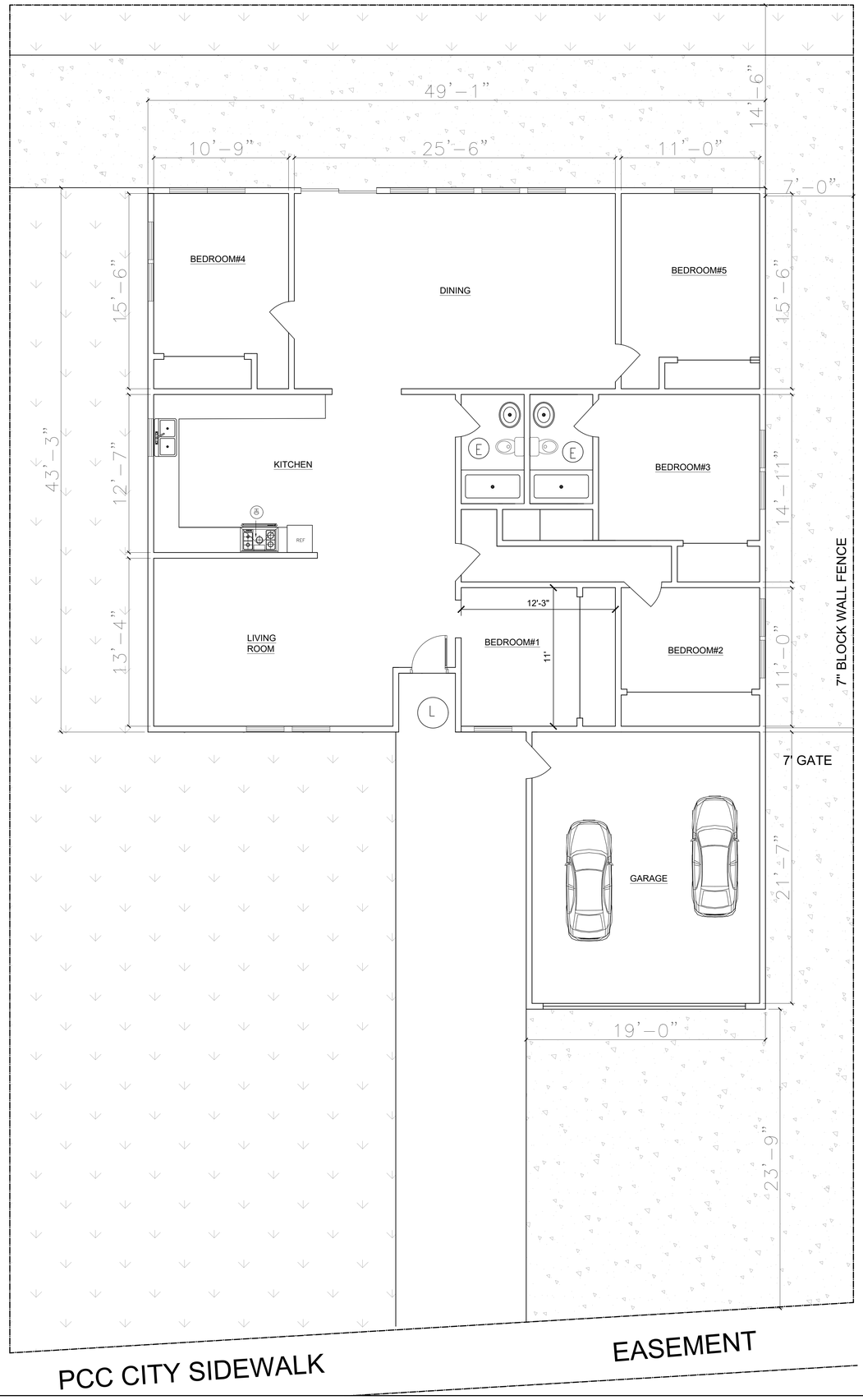
CORCAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

COVER SHEET

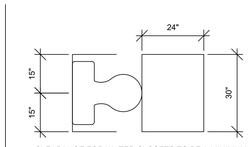
| | |
|---|---|
| DATE | 11/6/2024 |
| SCALE | |
| DRAWN | AMMAR DAAIR |
| JOB | - |
| SHEET | A0 |

PROPERTY LINE = 67'




PROPERTY LINE = 103'

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.

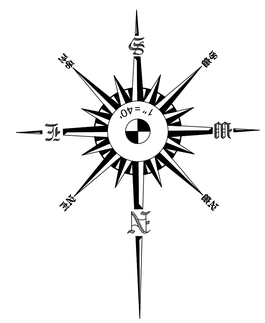
(HD) 30" COOK TOP WITH METAL HOOD&FAN TO OUTSIDE AIR MIN. EXHAUSTS RATE 100CFM BUT IF CONTINUOUS USE 50CFM

(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




| REVISIONS | BY |
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COSTACAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

SITE PLAN/ FLOOR PLAN

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

SHEET A1

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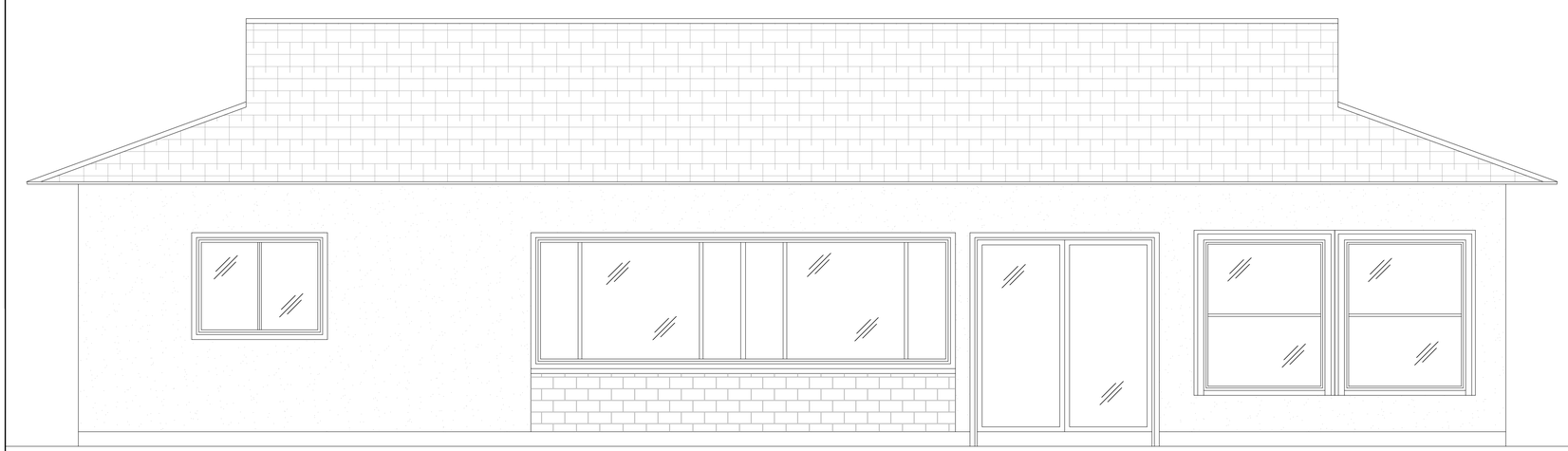
# NORTH ELEVATION

SCALE 1/2"=1'-0"



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# SOUTH ELEVATION

SCALE 1/2"=1'-0"

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CORCAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ELEVATIONS

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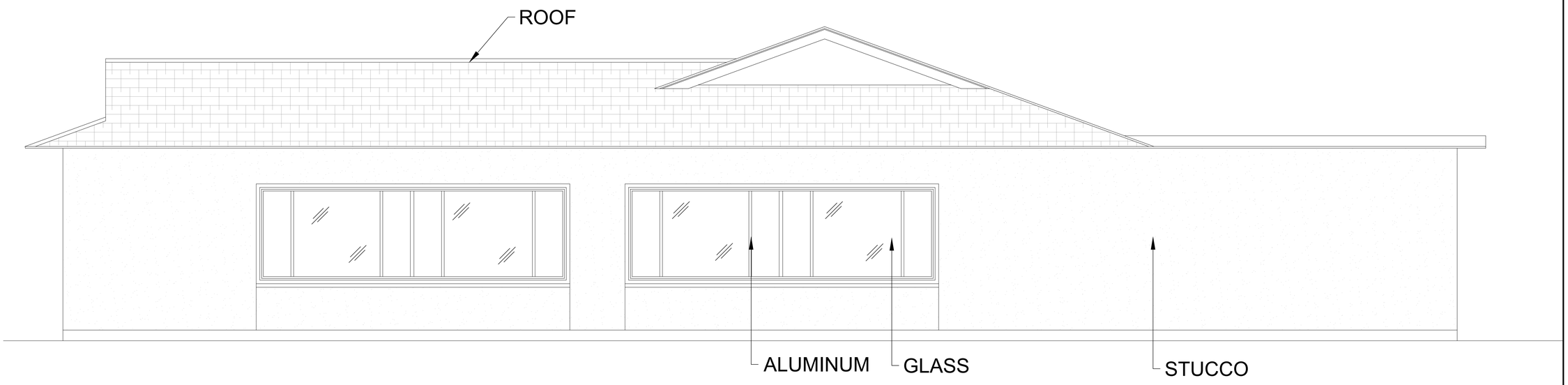
| DATE | 11/6/2024 |
| SCALE | 1/4" – 1'-0 |
| DRAWN | AMMAR DAAIR |
| JOB | – |
| SHEET | A2 |

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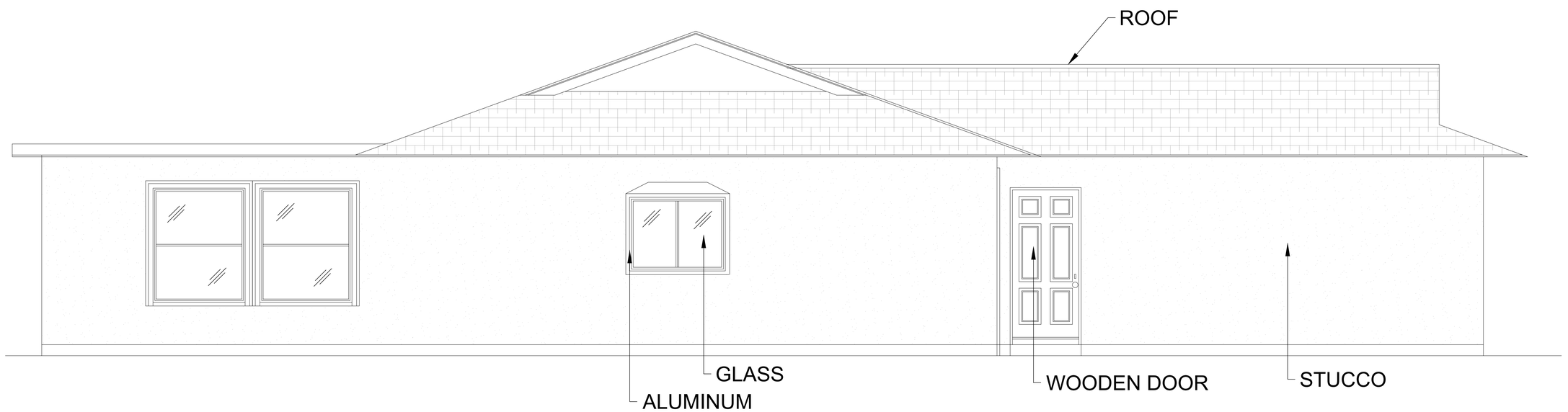
# EAST ELEVATION

SCALE 1/2"=1'-0"

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# WEST ELEVATION

SCALE 1/2"=1'-0"

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THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ELEVATIONS

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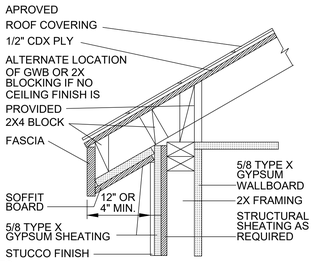
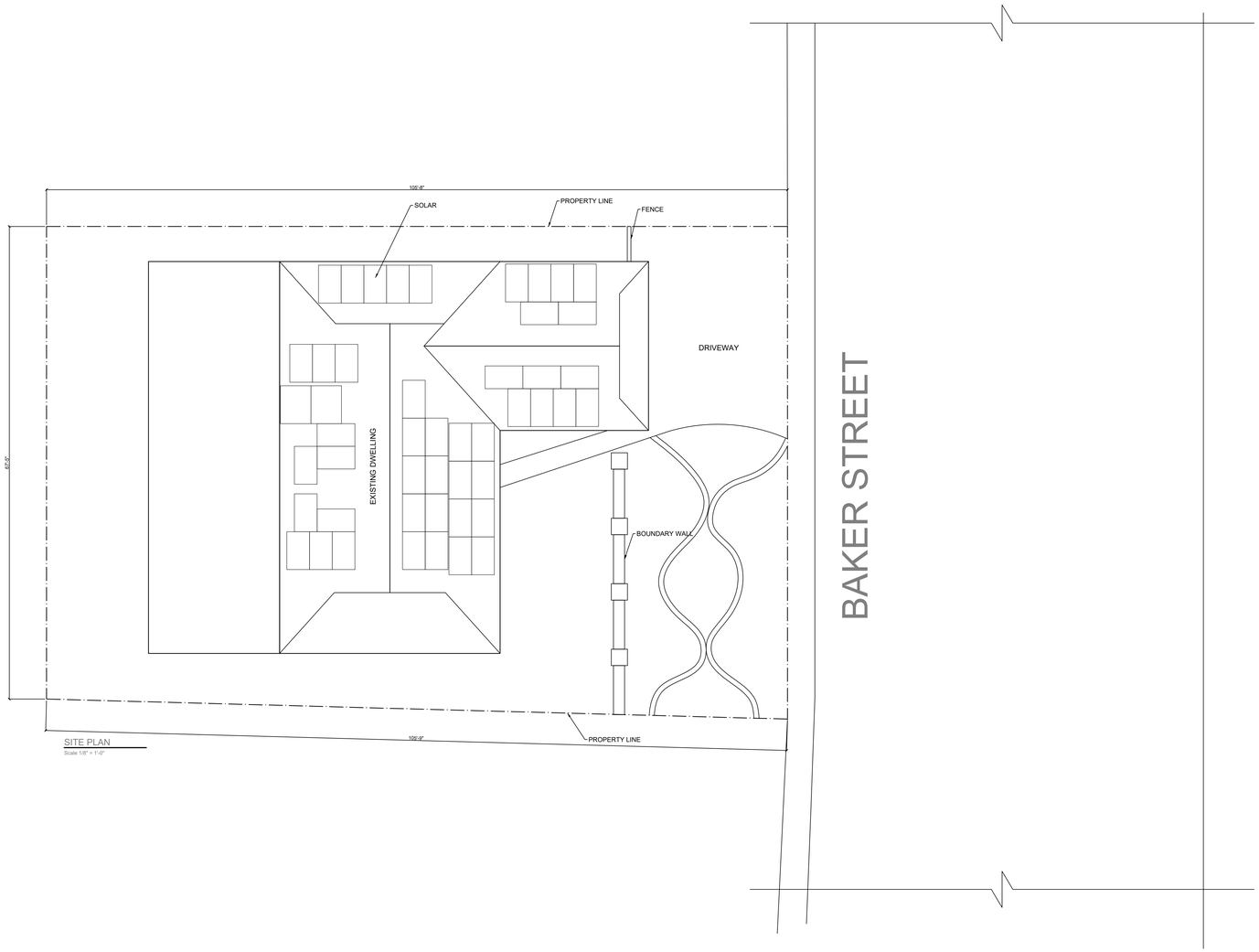
|---|---|
| DATE | 11/6/2024 |
| SCALE | 1/4" – 1'-0 |
| DRAWN | AMMAR DAAIR |
| JOB | – |
| SHEET | A3 |




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

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# ROOF PLANS

SCALE 1/2"=1'-0"

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THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

ROOF PLANS

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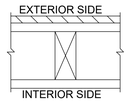
|---|---|
| DATE | 11/6/2024 |
| SCALE | 1/2" – 1'-0 |
| DRAWN | AMMAR DAAIR |
| JOB | – |

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)

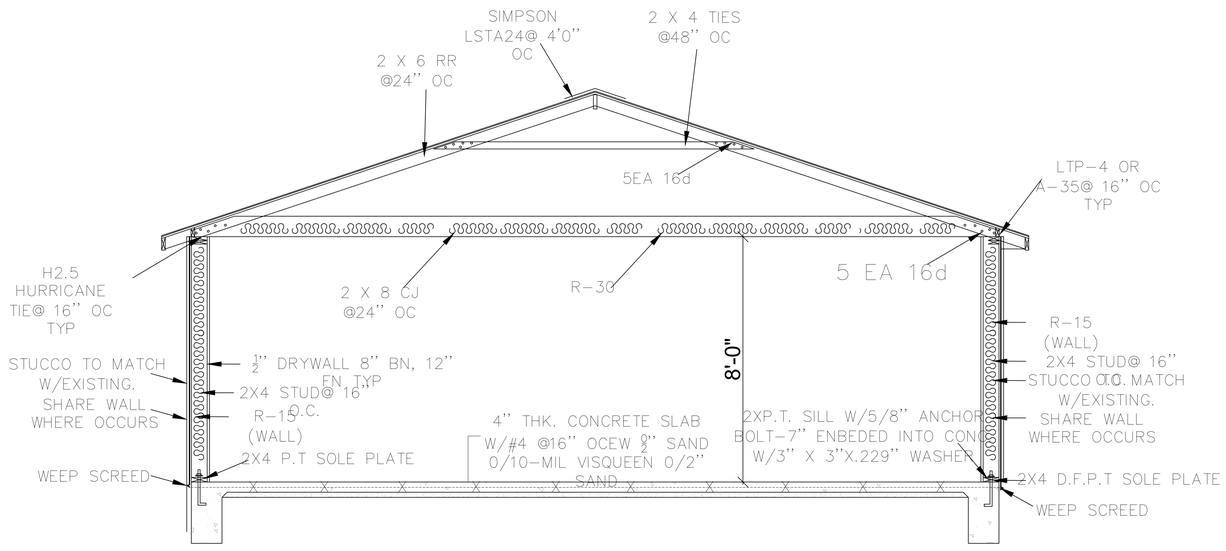



GYPSUM WALLBOARD, GYPSUM SHEATHING, WOOD STUDS

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)

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# 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

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CORCAD

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

SECTIONS

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|---|---|
| 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 |

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| 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:**

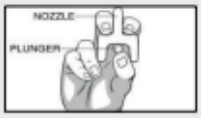
- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

**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

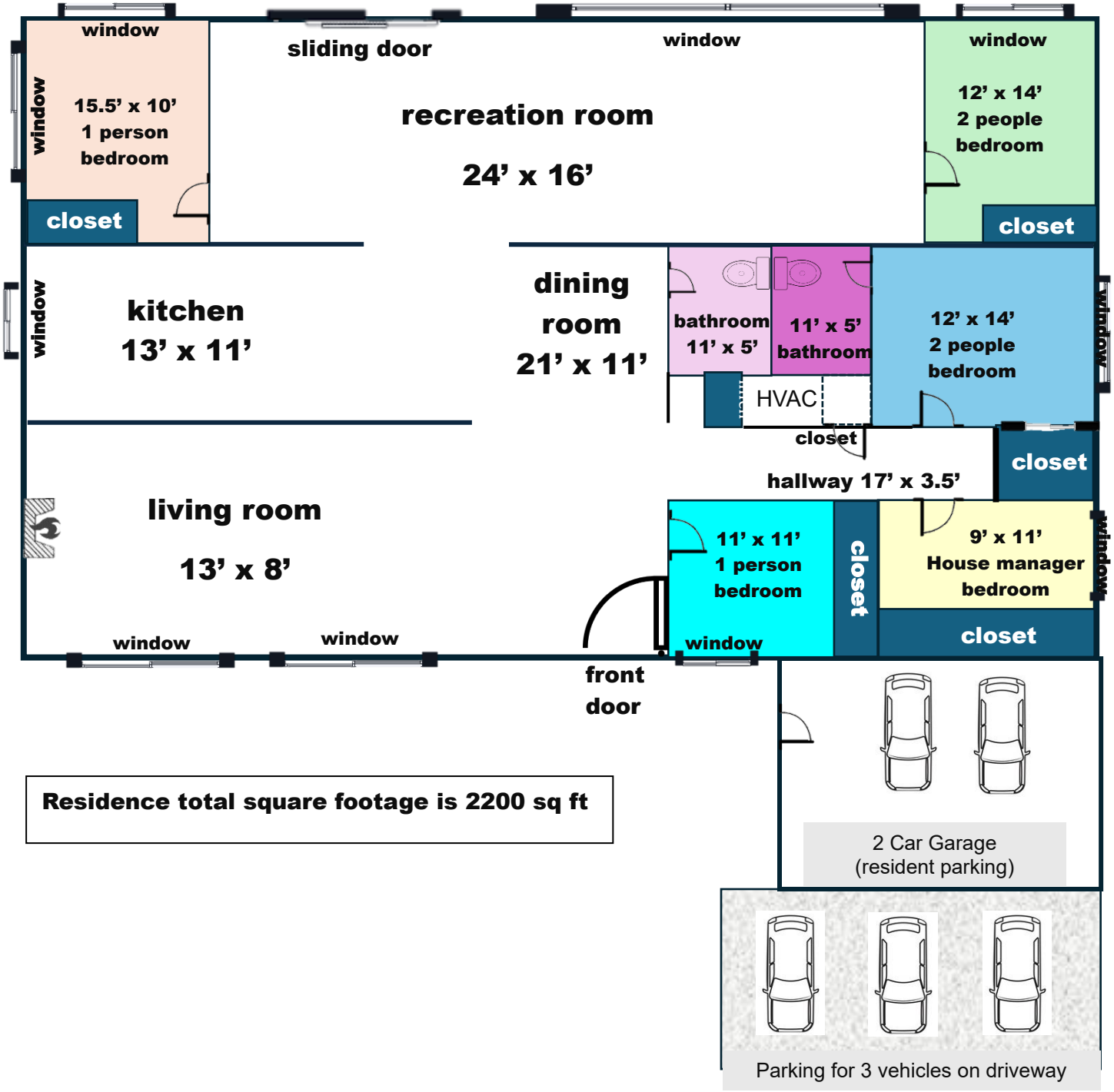
or

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

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:** Orange County Board of Supervisors on May 18, 2010 | **Effective:** May 18, 2010<br>**Last Revision:** May 18, 2010<br>**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.

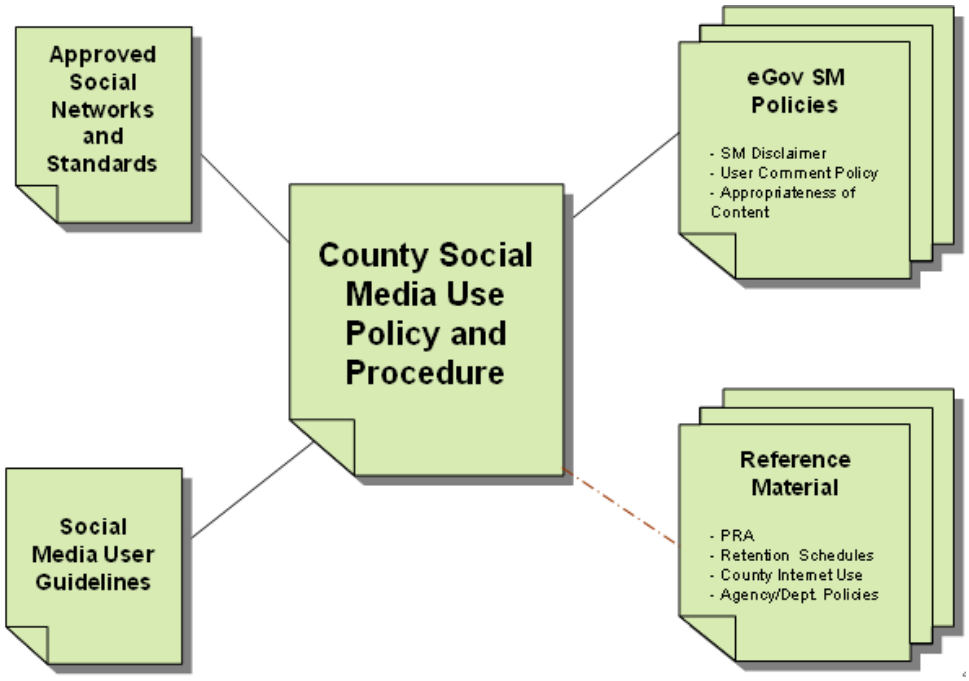
10.2. Agency/Departments that allow the public to post comments, links or material directly onto their social media sites shall have an established process, including technical capability outside of the County's network, to verify that postings meet the rules established under policy 7 of this document. 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

LAW OFFICES
DAPEER, ROSENBLIT & LITVAK, LLP

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STEVEN H. ROSENBLIT
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
DAPEER, ROSENBLIT & LITVAK, LLP

WILLIAM LITVAK*
STEVEN H. ROSENBLIT
KENNETH B. DAPEER
JAMES C. ECKART
ERIC P. MARKUS
LILY KEENAN
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WRITER'S EMAIL
JECKART@DRLLAW.COM

**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.

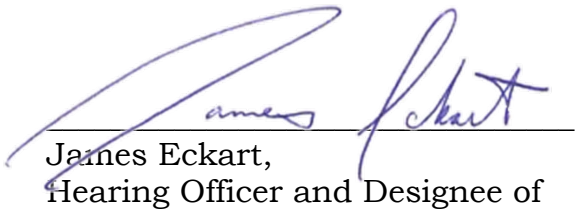
Moreover, although the Applicant may seek relief from these specific requirements in accordance with CMMC Sections 13-311(a)(15) and 13-200.62, there is no evidence that the Applicant has, in fact, sought reasonable accommodations in the manner authorized by the Municipal Code.

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

Jaines 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: _____

ATTACHMENT 4

# City of Costa Mesa

RESERVE FOR FILING STAMP

RECD CLERKS OFFICE JAN 7 '26 AM 8:08

☐ 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

LAW OFFICES
DAPEER, ROSENBLIT & LITVAK, LLP

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STEVEN H. ROSENBLIT
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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
DAPEER, ROSENBLIT & LITVAK, LLP

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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

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[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

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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.

**From:** Ronn Waters
**To:** PLANNING INFO
**Subject:** Application PGSH-24-0002
**Date:** Thursday, October 9, 2025 4:06:22 PM

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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:** ddavis@teac.com
**To:** PLANNING INFO
**Subject:** Official Public Notice: Application No. PGSH-24-0002
**Date:** Tuesday, October 14, 2025 11:28:06 PM

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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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suspicious activities to the Information Technology Department.

**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

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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

**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.

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.

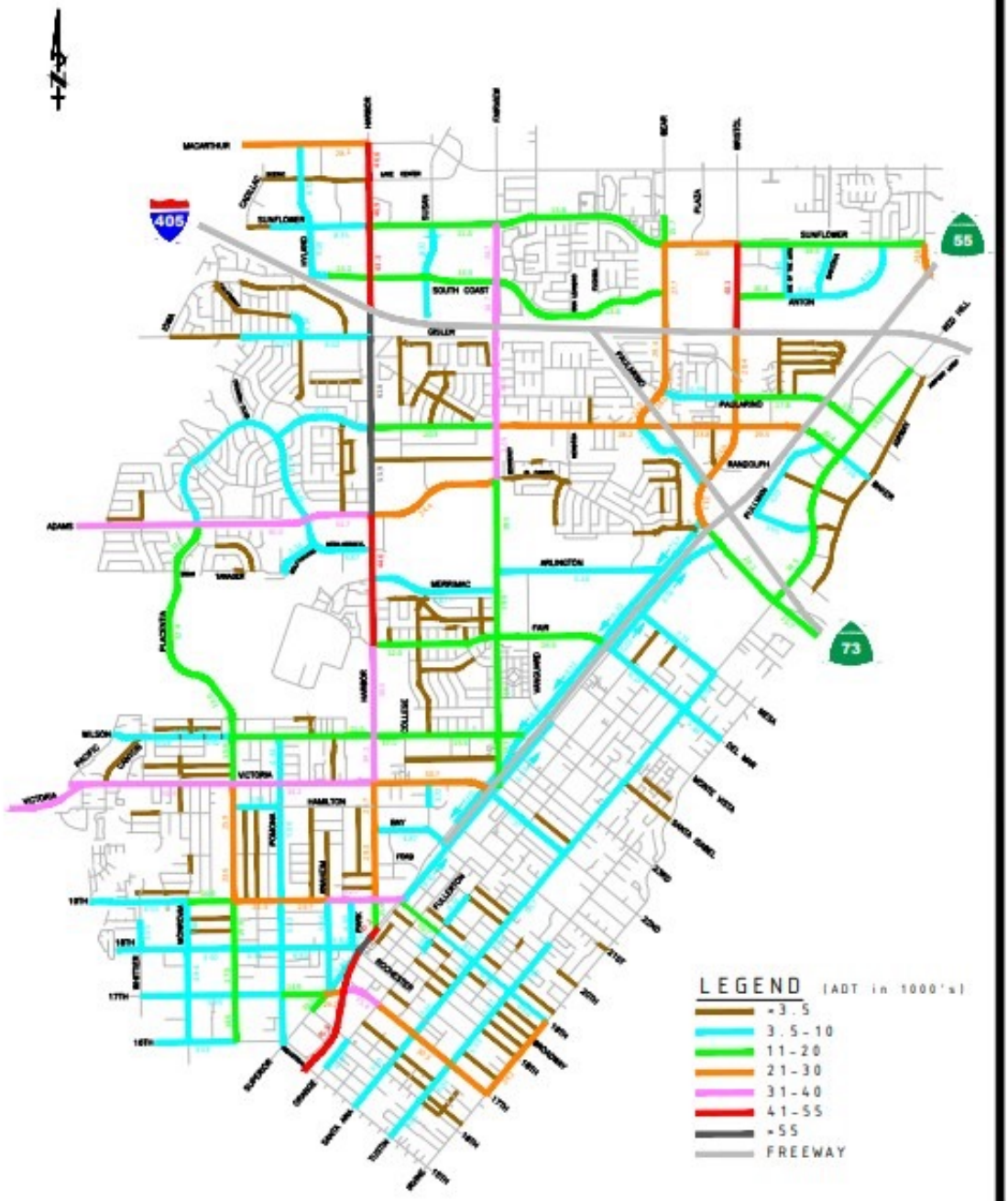
Thank you for your time,  Marilyn Scott-Waters.

714 955-7666
1589 Baker Street
Costa Mesa, CA 92626

COSTA MESA

City of the Arts

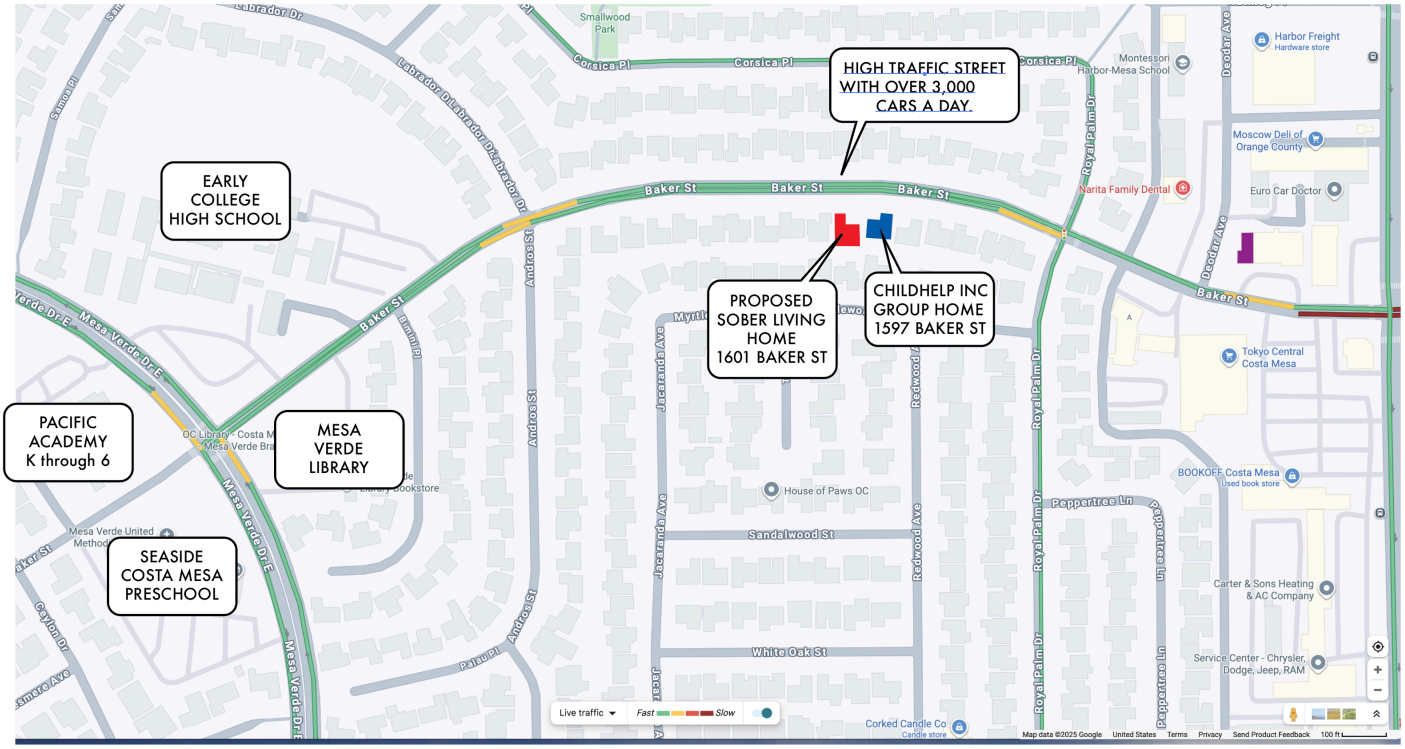
# AVERAGE DAILY TRAFFIC (ADT) MAP (2019+)




AVERAGE DAILY TRAFFIC (ADT) MAP
CITY OF COSTA MESA
24 HOUR (BOTH DIRECTIONS)
TRANSPORTATION SERVICES DIVISION

UPDATED ON 07/09/24

# MAP OF BAKER STREET




HARBOR BLVD.

| | |
|---|---|
| **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<br>2025-10-21_051973-4.jpg<br>2025-10-21_051973-5.jpg<br>2025-10-21_051973-2.jpg<br>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<br>City Hall Council Chambers<br>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<br>(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

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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

## 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;
- *People ex rel. City of Fountain Valley v. StepHouse Recovery Inc.* (2015) – unpermitted sober-living operation;
- *Philadelphia Indemnity Ins. Co. v. StepHouse Recovery Inc. & Vilagut* (U.S. District Court 2018) – **$1 million judgment** for wrongful death from overdose;
- 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
- **Exhibit B:** OC Certificate of Compliance – Costa Mesa (9-4-24)
- **Exhibit C:** OC Certificate of Compliance – Fountain Valley (7-25-23)
- **Exhibit D:** Relevant Excerpts – CMMC §13-311
- **Exhibit E:** Secretary of State Entries

## Exhibit A – Litigation Summary Table

| # | Case Number | Title / Parties | Court / County | Year Filed | Case Type / Issue | Status / Notes |
|---|---|---|---|---|---|---|
| 1 | **30-2018-01025168-CU-MC-CJC** | *City of Huntington Beach v. StepHouse Recovery Inc.* | Orange County Superior Court | 2018 | City nuisance & code-enforcement action | Resolved after extended proceedings – enforcement case |
| 2 | **30-2015-00808238-CU-MC-CJC** | *People ex rel. City of Fountain Valley v. StepHouse Recovery Inc.* | Orange County Superior Court | 2015 | City enforcement (unpermitted sober living home) | Resolved after City action |
| 3 | **8:18-cv-00564-JVS-JDE** | *Philadelphia Indemnity Ins. Co. v. StepHouse Recovery Inc. & Vilagut* | U.S. Dist. Ct., C.D. Cal. | 2018 | Insurance / wrongful-death claim | Judgment for Plaintiff ($1 million + interest) |
| 4 | **30-2019-01053575-CU-BC-CJC** | *Creditors Adjustment Bureau v. StepHouse Recovery Inc.* | Orange County Superior Court | 2019 | Collections / contract debt | Judgment for creditor (confirmed record) |
| 5 | **30-2022-01282982-CL-BC-CJC** | *De Lage Landen Financial Services v. StepHouse Recovery Inc.* | Orange County Superior Court | 2022 | Contract / lease default | Active / judgment for Plaintiff likely |
| 6 | **30-2016-00838023-CU-OE-CXC** | *Kenneth Collins v. StepHouse Recovery Inc.* | Orange County Superior Court | 2016 | Employment / labor | Settled or dismissed |
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| 10 | **30-2015-00808238 (related)** | *People v. StepHouse Recovery Inc.* | Orange County Superior Court | 2015 | City enforcement duplicate | – |

*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)

# 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
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.*

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| | |
|---|---|
| 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

# 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

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;
- *People ex rel. City of Fountain Valley v. StepHouse Recovery Inc.* (2015) – unpermitted sober-living operation;
- *Philadelphia Indemnity Ins. Co. v. StepHouse Recovery Inc. & Vilagut* (U.S. District Court 2018) – **$1 million judgment** for wrongful death from overdose;
- 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
- **Exhibit B:** OC Certificate of Compliance – Costa Mesa (9-4-24)
- **Exhibit C:** OC Certificate of Compliance – Fountain Valley (7-25-23)
- **Exhibit D:** Relevant Excerpts – CMMC §13-311
- **Exhibit E:** Secretary of State Entries

## Exhibit A – Litigation Summary Table

| # | Case Number | Title / Parties | Court / County | Year Filed | Case Type / Issue | Status / Notes |
|---|---|---|---|---|---|---|
| 1 | **30-2018-01025168-CU-MC-CJC** | *City of Huntington Beach v. StepHouse Recovery Inc.* | Orange County Superior Court | 2018 | City nuisance & code-enforcement action | Resolved after extended proceedings – enforcement case |
| 2 | **30-2015-00808238-CU-MC-CJC** | *People ex rel. City of Fountain Valley v. StepHouse Recovery Inc.* | Orange County Superior Court | 2015 | City enforcement (unpermitted sober living home) | Resolved after City action |
| 3 | **8:18-cv-00564-JVS-JDE** | *Philadelphia Indemnity Ins. Co. v. StepHouse Recovery Inc. & Vilagut* | U.S. Dist. Ct., C.D. Cal. | 2018 | Insurance / wrongful-death claim | Judgment for Plaintiff ($1 million + interest) |
| 4 | **30-2019-01053575-CU-BC-CJC** | *Creditors Adjustment Bureau v. StepHouse Recovery Inc.* | Orange County Superior Court | 2019 | Collections / contract debt | Judgment for creditor (confirmed record) |
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DATE OF ISSUE: 9-4-24

DATE OF EXPIRATION: 9-4-25

CERTIFICATE NUMBER: 337

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## Group Homes, Including Sober-Living Homes

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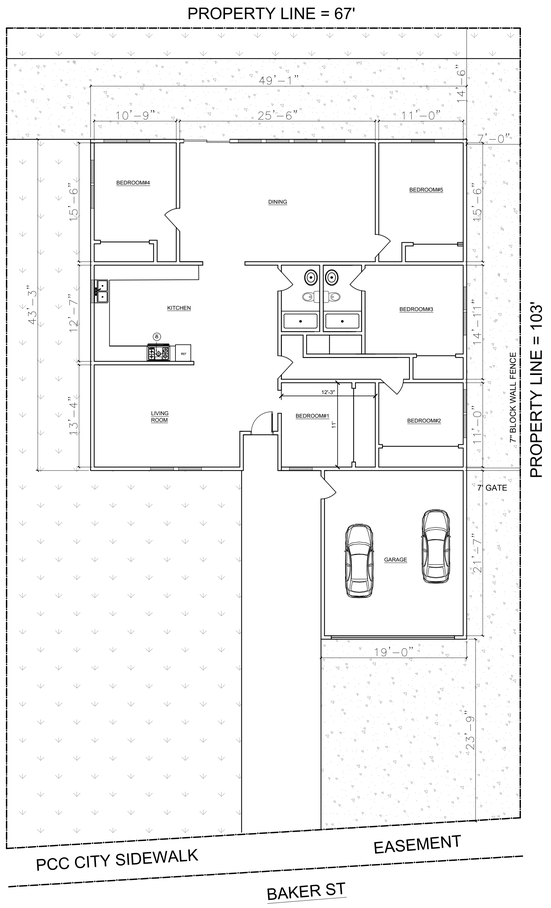
## **Exhibit E:** Secretary of State Entries

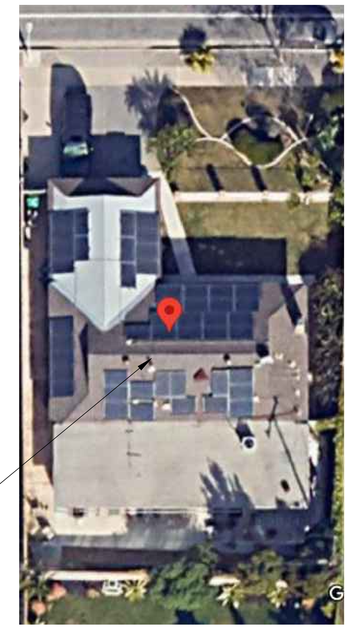



## PROJECT DATA

| | | |
|---|---|---|
| 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

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 |
|---|---|
| | |
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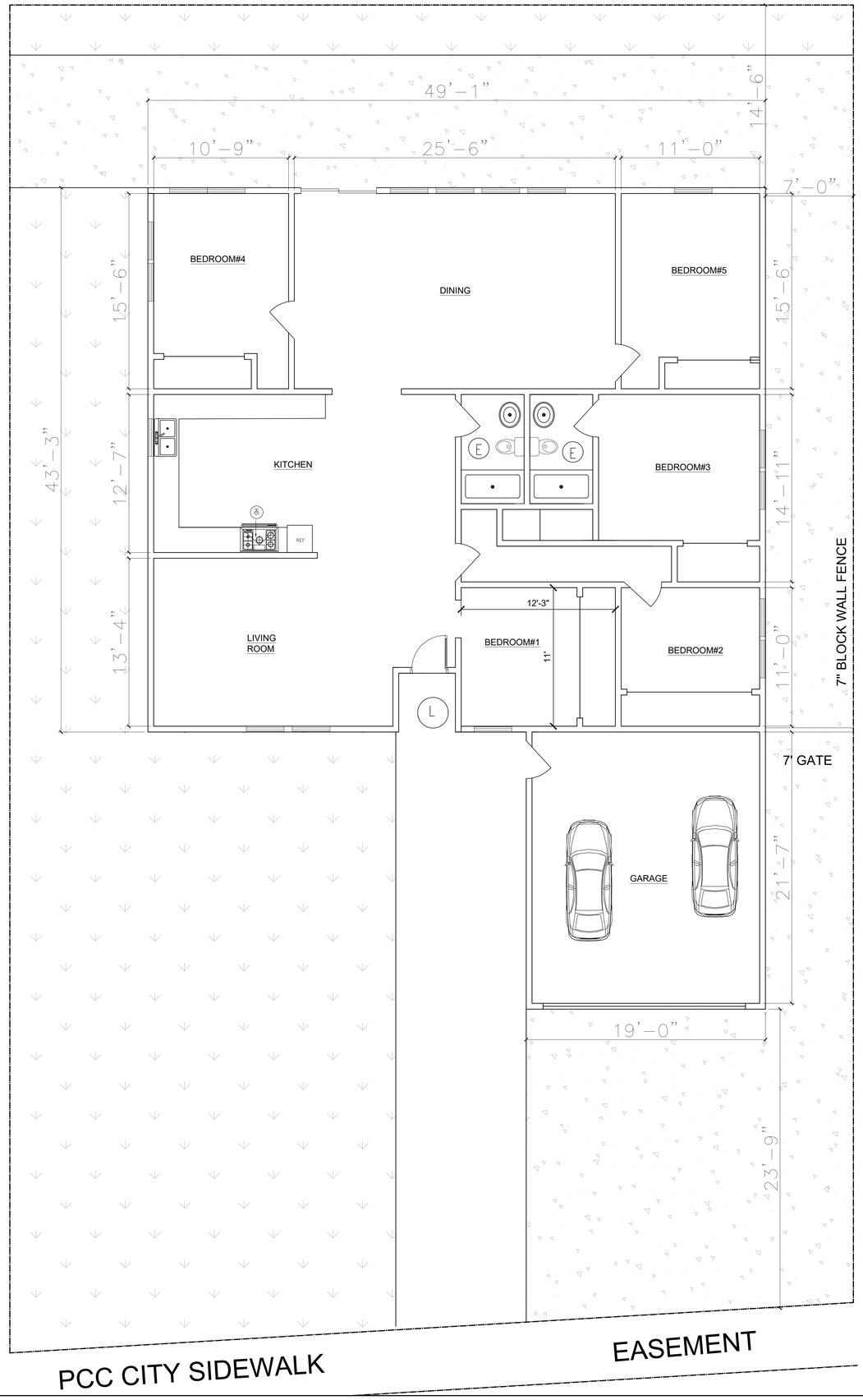
| | |
| | |
| | |
| | |

THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

COVER SHEET

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

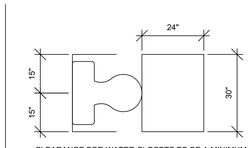
PROPERTY LINE = 67'




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.

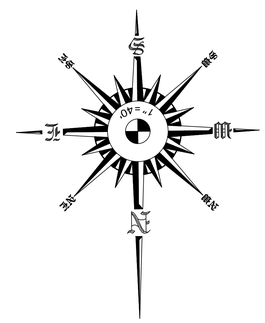
(HD) 30" COOK TOP WITH METAL HOOD&FAN TO OUTSIDE AIR MIN. EXHAUSTS RATE 100CFM BUT IF CONTINUOUS USE 50CFM

(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




| REVISIONS | BY |
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THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

SITE PLAN/ FLOOR PLAN

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

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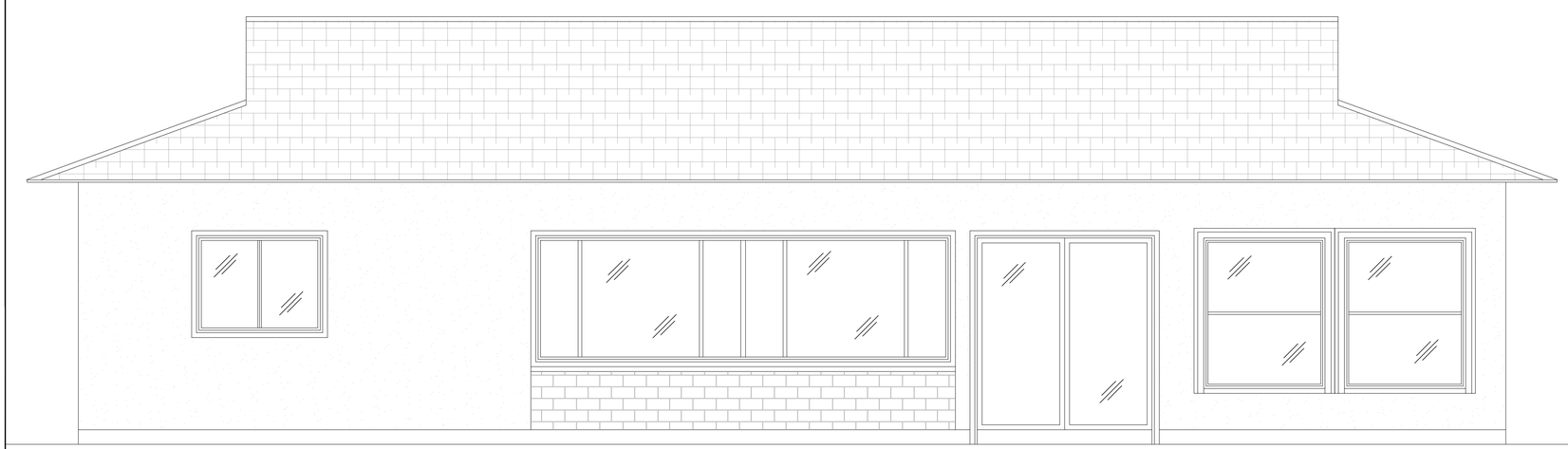
A

# NORTH ELEVATION

SCALE 1/2"=1'-0"



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# SOUTH ELEVATION

SCALE 1/2"=1'-0"

| REVISIONS | BY |
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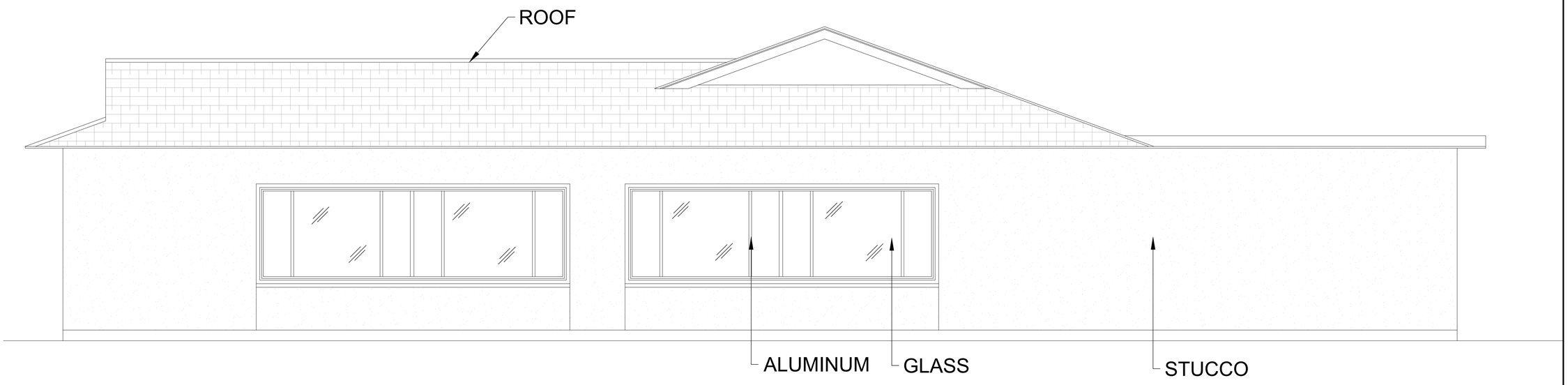
1601 Baker St
Costa Mesa CA 92626

ELEVATIONS

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

SHEET A2

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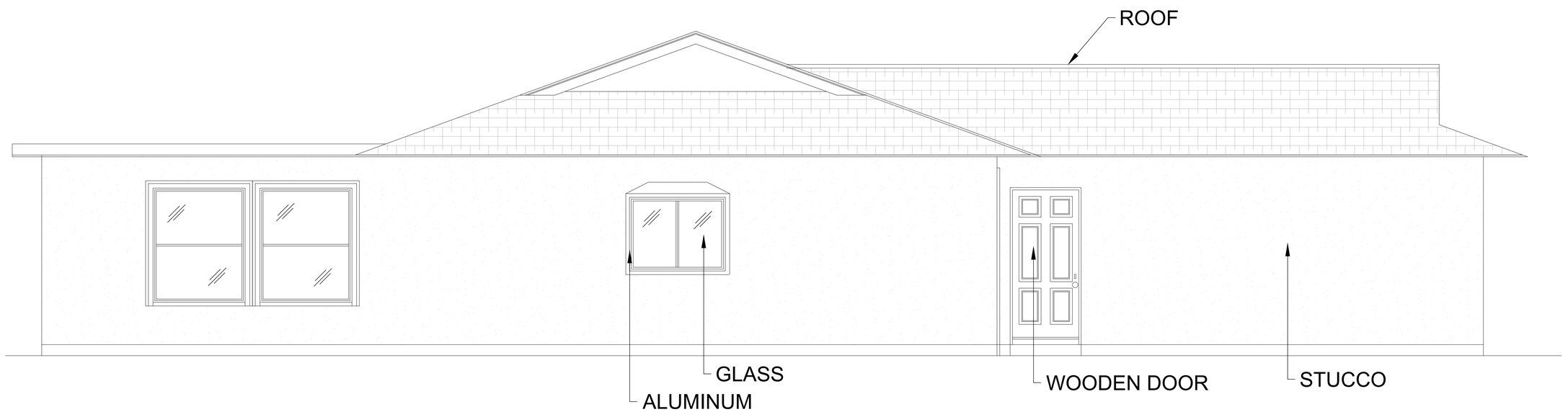
# EAST ELEVATION

SCALE 1/2"=1'-0"

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# WEST ELEVATION

SCALE 1/2"=1'-0"

| REVISIONS | BY |
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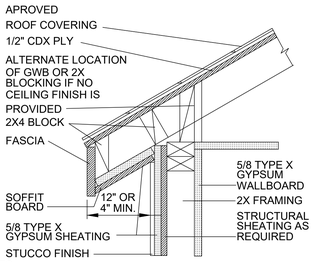
THE STEPHOUSE RECOVERY INC
1601 Baker St
Costa Mesa CA 92626

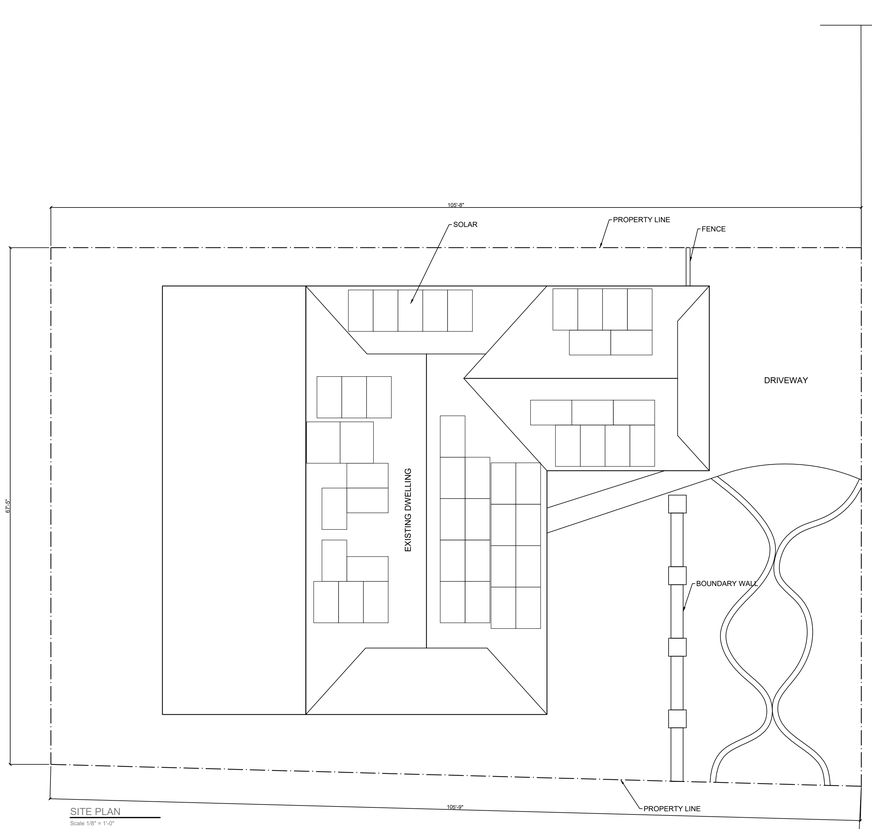
ELEVATIONS

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

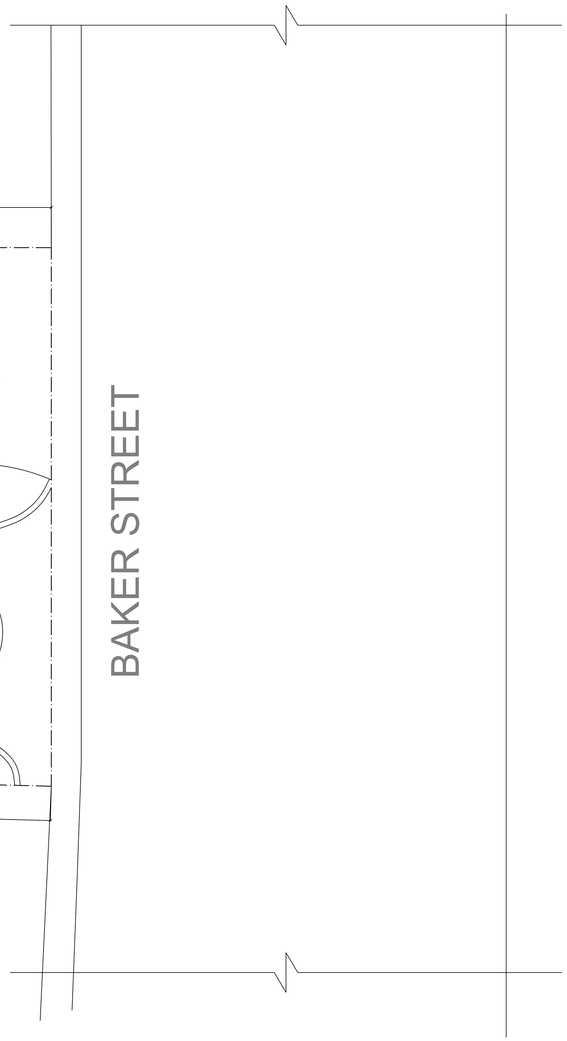



NOTES:
- THE ROOF OVERHANG CANNOT EXCEED 12" AND MUST BE ONE-HOUR PROTECTED OR EQUAL ON UNDERSIDE IF ADU IS LOCATED UNDER 5' FROM PROPERTY LINE OVERHANG SHALL BE ADJUSTED TO MIN. REQUIRED. AS PER CODE SECTION R302

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




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

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# ROOF PLANS

SCALE 1/2"=1'-0"

| REVISIONS | BY |
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THE STEPHOUSE RECOVERY INC
1601 Baker St
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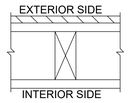
ROOF PLANS

| | |
|---|---|
| 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)

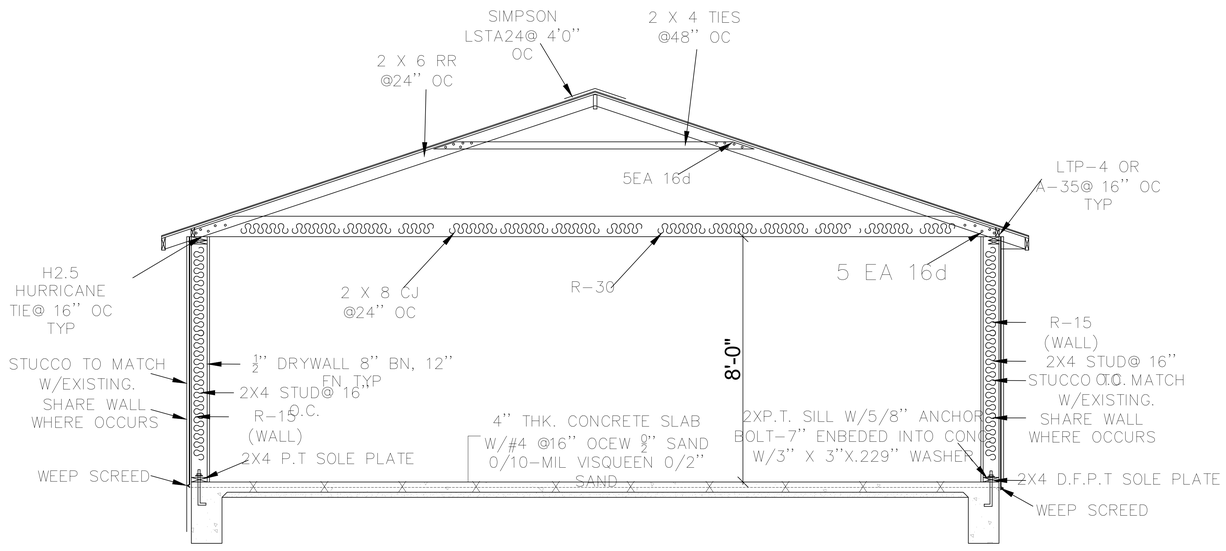



GYPSUM WALLBOARD, GYPSUM SHEATHING, WOOD STUDS

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)

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## 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 |
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SECTIONS

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

SHEET A5