



## CUP APPLICATION LETTER

Tuesday, March 5, 2024

To: Bill Rodrigues, Gabriel Villalobos, Costa Mesa Planning  
Re: Amendment to PA-08-23  
Project: Christ Lutheran Costa Mesa, Church & School  
Address: 760 Victoria St  
cc: Pastor Drew Ross

## SUBMITTAL

\$7500 application check  
Application Form  
Application Letter  
Public Notice Map, Labels & Certification Letter  
Plans, including:  
3 ct folded sets @ 18X24 + 2 ct site plans  
4 ct folded sets @ 11x17 + 12 ct site & floor plans  
1 ct 8.5x11 set  
1 ct USB w/ hi-res PDF  
1 ct color elevations  
1 ct Material Board

## LETTER: TABLE of CONTENTS

- Intro. The Project Why
- i. Executive Summary
- ii. Project Scope
- iii. Campus Operations
- iv. Attendance
- v. Parking & Traffic
- vi. Compliance
- vii. Impact

## INTRO: THE PROJECT WHY

### **Where Faith, Academics, and Families Come Together**

This campus remodel presents an opportunity to strengthen the 65+ year legacy between Christ Lutheran Church and School, and the community it serves through conscientious masterplan expansion to realize the 410 true student enrollment potential. The campus is functionally limited to a 350 pre-school and day-school student enrollment and has seen increased demand for faith-based enrollment.

The school is WASC and NLSA accredited, and students are challenged thru innovation and S.T.E.A.M. studies from a Biblical world view. Class size is capped at 25 students and tailored for individual attention with opportunity to exceed state standards. Student extracurricular activities include: competitive regional sports (ie. flag football, volleyball, basketball, track, soccer, e-sports), exceptional music and performing arts studies, hands-on television broadcast and production training, access to California science camps, and national Youth Ministry programs.

With surging admissions interest, the challenge is to enhance campus sports & rec facilities, offer multi-purpose arts classrooms, and modernize classrooms to meet the needs of the modern student and family, while meeting zoning guidelines, and being a courteous neighbor and community staple.

In summary, the intent is to strengthen the bond between campus and community through inviting spaces for serving, gathering & learning while transcending traditional classroom boundaries. Campus administration is committed to open neighborhood communication through the entitlement process, ensuring this expansion testifies a commitment to community growth and enrichment.

## i. EXECUTIVE SUMMARY

To expand upon the 2009 campus masterplan in a manner imperceptible to the surrounding community, with a new 10 YR masterplan which enables a 25% campus FAR, AND fulfills a 410 max student enrollment, AND creates a first-class arts, sports & rec facility, AND classroom modernization, suited for a destination church & school.

## ii. PROJECT SCOPE

2nd story multi-purpose mezzanine addition to expand an existing sports & rec gym by 3,078 SF, while preserving the existing gym ridge height. Add 400 SF of classroom, and remodel 2,900 SF of classroom. Combine 711 SF of church café & kitchen. Add 1,600 SF of new outdoor school lunch area, and 800 SF of church meeting area. Preserve 269 parking stalls, 42 mature site trees, maintain +40% open space, and enhance 5,000 SF of existing landscape & flatwork.

### iii. OPERATIONS SUMMARY

The campus presently operates the following:

#### SCHOOL

- September-May school season; pre-school (18mo's-5yo), and day school (K-8<sup>th</sup>)
- June-August summer program; pre-school (18mo's-5yo), and day school (K-8<sup>th</sup>)
- School hours M-F 8am-3pm
- Before-school care M-F 7-8am
- After-school care M-F 3-6pm
- Special programs Seasonal evening programs
- Sports programs Seasonal sports programs 3-5pm
- PTA Meetings Monthly evening programs
- Festivals Fall & spring Saturday afternoon festivals

#### CHURCH

- Weekly services Sunday 8am & 10:30am
- Holiday services Traditional Lutheran calendar
- Small ministries Varied, operates outside of school hours
- Food distribution One Saturday per month 9 am – 12pm
- Special services Occasional weekend afternoons
- Family events Occasional weekday evenings & weekends

#### SPECIAL PROGRAMS

- Scouts Every Monday evening, every other Thursday evening, every other Saturday afternoon
- Community groups Basketball teams, Dance teams, Multilingual school

### iv. ATTENDANCE

SCHOOL	410 max allowable enrollment*	
○ Pre-school	7 classrooms w/ 120 max enrollment	(capacity)
○ Day-school	15 classrooms w/ 230 CURRENT enrollment	(near capacity)
○ CURRENT TOTAL	350 total enrollment	(near capacity)

\*The present classrooms cannot accommodate the max allowable enrollment

#### FUTURE

○ Pre-school	7 classrooms w/ 120 max enrollment	(capacity)
○ Day-school	19 classrooms w/ 290 FUTURE enrollment	(capacity)
○ FUTURE TOTAL	410 total enrollment	

#### CHURCH

- Weekly services 200+ attendees/ service
- Large services 500+ attendees/ service\*\*

\*\* The chapel max functional limit will NOT change

## v. PARKING & TRAFFIC

Event visitors are parked on-site, occasionally using overflow field parking. The 269 campus parking spaces are determined by the 708 max capacity church attendees. For special events when parking demand may exceed capacity, a shared parking agreement exists with the neighboring church campus

### STAFF

- There is an average of 50 FTE Church & School Staff on campus Mon-Fri
- Staff avoid peak traffic times by arriving early, & parking remotely via a shared parking agreement with parking demand may exceed capacity, a shared parking agreement exists with the neighboring church campus

### SCHOOL

- 4+ parking attendants assist during routine school hour drop-off 7:45-8:15am
- Families use the Victoria front entrance for drop-off after 7am, AND
- Families ONLY use the Congress rear entrance for drop-off between 7:45-8:15am
- 4+ parking attendants assist during routine school hour pick-up 3-3:30pm
- Families ONLY use the Victoria front entrance for pick-up between 3-6pm

### CHURCH

- Attendees use the Victoria front entrance between 7am-5pm Monday thru Saturday, AND
- Attendees use the Victoria front entrance plus the Congress rear entrance between 7am-1:00pm on Sundays

### EVENTS

- 5+ parking attendants for large programs and evening events
- Attendees use the Victoria front entrance between 7am-10pm, AND
- Attendees ONLY use the Congress rear entrance 7am-2:30pm
- When needed, a shared parking agreement exists with the neighboring church campus

## vi. COMPLIANCE

The project will comply with city zoning, and state building codes. Further, although the '09 masterplan was partially completed, and the incomplete entitlements & unbuilt phase of work are not eligible to be improved, this newly proposed expansion plan is smaller in footprint and functionally similar in use, demonstrating this administrations dedication to be conscientious of neighbors, and to respect previous approval and effort.

## vii. IMPACT

The campus will continue to operate similarly with the potential impacts:

### SCHOOL

- Day-school
  - 4 new classrooms & teachers will bring faith-based learning to the lives of 60 new students, and will minimally impact local traffic patterns and parking
- Parking\*
  - School families are largely 2+ student families, and 60 new students introduce the potential for 30-40 new daily vehicle trips.
  - Student drop-off and pick-up use safe and fluid vehicle patterns, and do not typically require short, or long-term parking.

\*For reference, large holiday church events with 500+ people and 200+ vehicles are typically the busiest campus events. These events minimally impact local traffic patterns, and volunteer parking attendees safely assist with no known traffic incidents in the past 10+ years
- Pre-school
  - Enrollment will not change. The 3-4 new classrooms are dedicated to day-school

### CHURCH

This campus expansion should minimally impact routine church event patterns EXCEPT, for the potential addition of 60+ students to the occasional all-student church event, which parking lot attendees are equipped to handle.

### NEIGHBORS

- Raleigh neighbors with visibility of the sports & rec gym façade should find the design unique & inspiring, and be proud of the building enhancement.
- The building elevation and roofline do not increase, and other neighbors should experience no impact to line-of-site
- Drivers on the surrounding arterial roads will have no direct knowledge or line-of-site to the improvements within
- Weekday traffic patterns will increase by 30-40 cars for drop-off between 7:45-8:15AM, and pick-up between 3-6PM.
- Neighbors should expect child playground noise to increase by the permitted 60 students at peak hours, however, daily lunch noise should reduce with the introduction of 2 lunch areas

## CONSTRUCTION

Construction would ordinarily be expected to take 8+ mo's of continuous work, with a June 1<sup>st</sup>, 2024 target launch, and 7am-7pm summer work. However, this expansion requires phasing around the school schedule. In order to ensure school programs will continue during through construction, the following are proposed:

- Temporary portable classrooms will be placed in the rear lot as replacements for classrooms unavailable during construction, accommodating 3 portables of 25 students ea.
- Sports and physical education classes using the gym will be moved to the parking lot courts and sports field on a temporary basis.
- With the temporary lack of gym, the school will rent a local gym for competitive indoor sporting events like basketball, and volleyball
- A large outdoor tent structure will be temporarily installed on the sports field as a covered outdoor lunch area, and as a gathering space during inclement weather.
- The existing bathrooms are not impacted during construction and will continue to function to capacity.
- Phase 1b - campus plaza construction, will occur during the summer months when minimal impact to the community. Circulation will be rerouted around the plaza construction to ensure safety and preserve summer programs.