



CITY OF COSTA MESA

PLANNING COMMISSION

Agenda

Monday, April 28, 2025

6:00 PM

**City Council Chambers
77 Fair Drive**

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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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PLANNING COMMISSION REGULAR MEETING

APRIL 28, 2025 – 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**

**SCOTT DRAPKIN
ASSISTANT 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:

- 1. [APRIL 14, 2025 UNOFFICIAL MEETING MINUTES](#) [25-280](#)

RECOMMENDATION:

Planning Commission approve the regular meeting minutes of April 14, 2025.

Attachments: [APRIL 14, 2025 UNOFFICIAL MEETING MINUTES](#)

2. [FEBRUARY 10, 2025 UNOFFICIAL MEETING MINUTES](#) [25-279](#)**RECOMMENDATION:**

Planning Commission approve the regular meeting minutes of February 10, 2025.

Attachments: [FEBRUARY 10, 2025 UNOFFICIAL MEETING MINUTES](#)

PUBLIC HEARINGS:**1. [CONDITIONAL USE PERMIT PCUP-23-0003 FOR A 47-UNIT SINGLE 25-278 ROOM OCCUPANCY MOTEL CONVERSION AT 2205 HARBOR BOULEVARD](#)****RECOMMENDATION:**

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1) Existing Facilities; and
2. Approve Conditional Use Permit PCUP-23-0003 based on findings of fact and subject to conditions of approval.

Attachments: [Agenda Report](#)

[1. Planning Commission Draft Resolution](#)

[2. Applicant Letter and Operations Plan](#)

[3. Council Policy 500-05](#)

[4. Vicinity Map](#)

[5. Zoning Map](#)

[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



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-280

Meeting Date: 4/28/2025

TITLE:

APRIL 14, 2025 UNOFFICIAL MEETING MINUTES

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/
PLANNING DIVISION

RECOMMENDATION:

Planning Commission approve the regular meeting minutes of April 14, 2025.



**REGULAR PLANNING COMMISSION
MONDAY, APRIL 14, 2025 - MINUTES**

CALL TO ORDER - The Regular Planning Commission Meeting was called to order by Chair Jeffery Harlan at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG – Commissioner Andrade led the Pledge of Allegiance

ROLL CALL

Present: Chair Jeffery Harlan, Vice Chair Jon Zich, Commissioner Angely Andrade, Commissioner Robert Dickson, Commissioner Karen Klepack, Commissioner David Martinez

Absent: Commissioner Johnny Rojas

ANNOUNCEMENTS AND PRESENTATIONS:

1. 2024 ANNUAL PROGRESS REPORT

Discussion ensued as staff provided updates on the Annual Progress Report (APR), noting it was submitted to HCD one week after being presented to City Council, with revisions made to address issues related to demolition permit reporting. Staff confirmed the ADU survey distributed during permit applications is voluntary and clarified that the city reviews and occasionally denies eviction-related permits when tenant protection requirements are not met; an appeal process is available through the Building Department. Updates were also shared on the One Metro West project, with staff indicating ongoing coordination with the developer and an anticipated completion within the sixth housing cycle. Commissioners asked about affordability requirements under the Inclusionary Housing Ordinance (IHO), and staff provided thresholds based on project density. In response to questions about sustainability, staff explained that while current building codes address key issues like EV infrastructure and fire risk, the upcoming Climate Action and Adaptation Plan will further guide sustainable development and resilience strategies. Staff also addressed the role of the rezoning consultant, clarifying their experience in California cities, especially San Diego, and their involvement in both technical and community engagement work. Lastly, staff confirmed that ownership and rental breakdowns of pipeline projects would be included in future reports and noted that several projects requiring Planning Commission review are already in the queue.

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA:

A member of the public expressed strong opposition to ongoing and planned high-density housing projects in Costa Mesa, arguing there is no housing crisis and that such developments are destroying the city's character. They criticized the Planning Commission and City Council as being out of touch with residents, urged greater community input, and dismissed sustainability concerns as misguided.

PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:

Vice Chair Zich expressed support for Commissioner Martinez's suggestion to list future informational presentations as "New Business" to allow for public comment, emphasizing that such topics are significant and warrant public input. He also acknowledged concerns about community engagement, noting that while he welcomes and values public participation, attendance at meetings is often minimal, and residents need to take initiative to become informed and involved in local issues.

Commissioner Dixon supported moving informational items to "New Business" to allow for public comment and emphasized the value of study or informational sessions during meetings when project items are light. He expressed concern about the lack of substantive development projects in the current pipeline and encouraged staff to share more about the city's outreach and economic development efforts. He also suggested better public education on topics like ADUs, as many residents are confused about what they entail. Lastly, he echoed concerns about public disengagement, noting that many residents are unaware of city activities despite public noticing, and suggested exploring innovative strategies to improve community outreach and participation.

Commissioner Martinez shared several announcements, including upcoming Planning Commission items at the City Council meeting and the City's Earth Day event on April 26. He reported on the OCTA Board meeting where discussion took place regarding the proposed Geisler bridge, urging residents to stay informed and provide input. Martinez also reflected on recent commission and committee meetings, highlighting the Parks Commission's study session as a model for how the Planning Commission could facilitate deeper discussions on policy and capital projects. He expressed interest in exploring new formats for community engagement—such as joint meetings tied to development projects—and emphasized the need to increase public participation, noting the frequent absence of residents at meetings.

Chair Harlan clarified that his earlier comments were not intended to minimize the importance of small-scale developments like duplexes or ADUs, emphasizing that every housing project and investment in the city matters. He expressed a desire for the city to reach a point where it doesn't have to rely on smaller projects to meet RHNA targets, stressing the broader goal of creating meaningful housing opportunities for current and future generations.

CONSENT CALENDAR:

1. FEBRUARY 24, 2025 UNOFFICIAL MEETING MINUTES

MOVED/SECOND: MARTINEZ/HARLAN

MOTION: Approve the Regular meeting Minutes of February 24, 2025.

The motion carried by the following roll call vote:

Ayes: Chair Harlan, Vice Chair Zich, Commissioner Andrade, Commissioner Dickson, Commissioner Klepack, Commissioner Martinez

Nays: None

Absent: Commissioner Rojas

Abstained: None

Motion carried: 6-0-1

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

PUBLIC HEARINGS: None.

OLD BUSINESS:

1. MINOR CONDITIONAL USE PERMIT (ZA-22-35) CONDITION OF APPROVAL NO. 28 - SIX-MONTH REVIEW (“ARENA OC”)

Gabriel Villalobos, Assistant Planner presented the item.

Discussion ensued regarding the six-month review of a business operating under a minor conditional use permit. Commissioners inquired about the tracking of underage patrons at 18+ events; while a log of ticket sales is required, it does not differentiate by age, although there is a noted cover charge for patrons under 21 on certain nights. Staff also noted they reviewed the business's social media activity to verify event promotions, identifying around 20 18+ events between October and February. Commissioners suggested that age-specific ticket data could be helpful for future evaluations, though it is not currently required. Staff confirmed that the applicant has not requested any modifications to the permit since its approval.

Commissioner Martinez made a motion. Seconded by Commissioner Andrade.

Chair Harlan expressed support for the motion but emphasized the importance of the applicant being present at the next review. He noted that having the applicant available would allow commissioners to ask questions directly and demonstrate respect for the review process.

Vice Chair Zich stated that while he agreed with Chair Harlan about the importance of the applicant being present, he would not support the motion. He explained that he also opposed the item originally and remained unconvinced, citing the absence

of a recommendation from the Costa Mesa Police Department and his personal stance against allowing minors into an adult nightclub.

MOVED/SECOND: MARTINEZ/ANDRADE

MOTION: Receive and file

The motion carried by the following roll call vote:

Ayes: Chair Harlan, Commissioner Andrade, Commissioner Dickson,
Commissioner Klepack, Commissioner Martinez

Nays: Vice Chair Zich

Absent: Commissioner Rojas

Abstained: None

Motion carried: 5-1-1

ACTION: Planning Commission Received and Filed the six-month review.

NEW BUSINESS: None.

REPORT - PUBLIC WORKS - None.

REPORT - DEVELOPMENT SERVICES - None.

REPORT - ASSISTANT CITY ATTORNEY - None.

ADJOURNMENT AT 7:16 PM

Submitted by:

SCOTT DRAPKIN, SECRETARY
COSTA MESA PLANNING COMMISSION



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-279

Meeting Date: 4/28/2025

TITLE:

FEBRUARY 10, 2025 UNOFFICIAL MEETING MINUTES

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES/ PLANNING
DIVISION

RECOMMENDATION:

Planning Commission approve the regular meeting minutes of February 10, 2025.



**REGULAR PLANNING COMMISSION
MONDAY, FEBRUARY 10, 2025 - MINUTES**

CALL TO ORDER - The Regular Planning Commission Meeting was called to order by Chair Jeffery Harlan at 6:03 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG – Commissioner Rojas led the Pledge of Allegiance

ROLL CALL

Present: Chair Jeffery Harlan, Vice Chair Jon Zich, Commissioner Angely Andrade, Commissioner Robert Dickson, Commissioner Karen Klepack, Commissioner David Martinez, Commissioner Johnny Rojas

Absent: None

ANNOUNCEMENTS AND PRESENTATIONS: None.

PUBLIC COMMENTS – MATTERS NOT LISTED ON THE AGENDA:

Jim Fitzpatrick expressed concern over delays and inefficiencies in the application process, urging better communication and transparency between staff, commissioners, and applicants. He noted challenges in accessing information, bottlenecks in public works, and unexpected permit requirements that add time and cost. While acknowledging efforts to improve, he encouraged a more collaborative approach and announced plans to form a group to develop constructive recommendations for streamlining the process.

Jay Humphrey, welcomed the new commissioners and expressed continued concern over high rental costs despite promises made by Measure K. He questioned why rents remain high, even in neighboring cities without Measure Y, and doubted that new affordable housing would significantly impact prices. He criticized the council's decision to approve an in-lieu fee at half the recommended amount, arguing it would generate funds but not enough to build meaningful projects. Humphrey urged the commission to prioritize affordable housing so that essential workers can afford to live in the community and to ensure that Measure K delivers on its promises.

PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:

Commissioner Andrade welcomed attendees and acknowledged the importance of community participation. She thanked staff for delivering materials earlier in the week, noting that it provided more time for thorough review. Andrade emphasized the value of

commission discussions in informing future applicants and fostering community understanding. She also acknowledged concerns about affordability, highlighting the broader issue of private entities buying up housing and its potential impact on local affordability, suggesting it as a topic worth further exploration.

Commissioner Dickson appreciated the strong community turnout and followed up on public comments. He suggested staff consider surveying T.E.S.S.A users to identify pain points, leaving the method—whether through a study session or informal survey—up to staff’s discretion. He also noted recent trends in post-fire displacement in Los Angeles, predicting increased pressure on rents and housing availability as people relocate to Costa Mesa and Orange County. While expressing hope for affordability, he acknowledged the potential challenges ahead.

Commissioner Martinez recognized Black History Month and the contributions of Black Americans, noting that the City Council is expected to issue a proclamation at its next meeting. He shared community announcements, including an OCTA meeting on February 11 about the new Wave card payment system for buses and an opportunity to participate in planning for the Randall Preserve. Martinez also memorialized Professor Donald Shoup, a UCLA scholar known for his influential work on parking policy, emphasizing the relevance of his research for future parking ordinance reviews in Costa Mesa.

Vice Chair Zich expressed appreciation for Commissioner Martinez’s community announcements, highlighting their value for residents who may not follow city updates. He showed interest in joining Jim Fitzpatrick’s informal working group and encouraged staff to be more responsive to public concerns, particularly regarding T.E.S.S.A. Addressing Jay Humphrey’s comments on rent reduction, he noted that market conditions, rather than City Ordinances, typically drive rent prices and suggested that expectations of a city-led decrease might be unrealistic. He also welcomed the strong audience turnout and looked forward to future meetings.

CONSENT CALENDAR:

1. JANUARY 27, 2025 UNOFFICIAL MEETING MINUTES

MOVED/SECOND: DICKSON/ ANDRADE

MOTION: Approve the Regular meeting Minutes of January 27, 2025.

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, Commissioner Rojas

Nays: None

Absent: None

Abstained: None

Motion carried: 7-0

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

PUBLIC HEARINGS:

Chair Harlan announced that the applicant for Public Hearing Three had requested a continuance and asked the Commission to make a motion to reorder the agenda accordingly.

MOVED/SECOND: MARTINEZ/DICKSON

MOTION: Reordering of the agenda to hear Public Hearing item number 3 first.

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, Commissioner Rojas

Nays: None

Absent: None

Abstained: None

Motion carried: 7-0

3. APPEAL OF THE DIRECTOR OF DEVELOPMENT SERVICES DETERMINATION THAT CONDITIONAL USE PERMIT PA-21-23 TO ESTABLISH A CANNABIS STOREFRONT LOCATED AT 1687 ORANGE AVENUE (KING'S CREW) HAS EXPIRED

The Chair opened the Public Hearing.

The Chair asked for a motion to Continue to a date certain.

MOVED/SECOND: MARTINEZ/DICKSON

MOTION: Continue the item to February 24, 2025.

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, Commissioner Rojas

Nays: None

Absent: None

Abstained: None

Motion carried: 7-0

ACTION:

The Planning Commission continued the item to February 24, 2025.

1. CONDITIONAL USE PERMIT PCUP-24-0009 TO AMEND CONDITIONS FOR A PREVIOUSLY APPROVED CONDITIONAL USE PERMIT (PA-17-15) FOR A DOG DAY CARE AND BOARDING FACILITY WITH GROOMING SERVICES ("HYDRANT PET HOTEL") AT 776 WEST 17TH STREET

Two ex-parte communications reported by Commissioner Klepack and Commissioner Martinez.

Presentation by Mr. Jefferey Rimando, Assistant Planner.

Commissioners asked questions of staff including Condition of Approval No. 9, questioning the necessity of including examples such as reducing the number of dogs or limiting outdoor breaks, with staff clarifying that these are only suggestions, not requirements. Condition of Approval No. 12 regarding employee ratios was explained as a safeguard for future oversight rather than an immediate requirement. There was also a discussion about whether a public hearing was necessary for amendments to a Conditional Use Permit (CUP), with staff confirming that changes to conditions originally set by the Planning Commission require their review. Questions were raised about the applicant's authority to expand operations, and staff confirmed that the original CUP allowed for full expansion. Additionally, Condition of Approval No. 1 was clarified as including pickup and drop-off services, which were originally part of the project approval but not explicitly listed.

The Chair opened the Public Hearing.

The Commission and the applicant discussed the employee-to-animal ratio requirement, clarifying whether it should be operator-determined or explicitly stated in the conditions. The applicant initially estimated a 1:15 ratio but found it to be inconsistent due to varying needs across different areas and times of day. The Commission considered modifying the condition to allow discretion, as the current wording suggests a fixed ratio regardless of circumstances. The applicant agreed that allowing flexibility would be beneficial and confirmed that staffing fluctuates, typically ranging from 7–8 employees at slower times to 12–15 during peak hours. The Commission also questioned whether a stated minimum number of employees, rather than a ratio, would be a more practical approach.

The Chair opened the Public Comment.

Public comment:

Jim Fitzpatrick recommended improving the Planning Commission's process by releasing staff reports a week in advance, reinstating pre-meetings for better preparation, and requiring reports to include applicant submission dates for transparency. He emphasized finalizing conditions of approval upfront to avoid last-minute changes and highlighted the need for early disclosure of key requirements like encroachment permits and water regulations. He stated he was in support of this item.

The Chair closed Public Comment.

Commissioner Dixon suggested consolidating Conditions of Approval 8, 17, and 20,

which all address pickup and drop-off, into a single condition with bullet points for clarity and efficiency. While not proposing an immediate change, they recommended it as a process improvement for easier reference in the future.

The Chair closed the Public Hearing and called for a motion.

MOVED/SECOND: ZICH/DICKSON

MOTION: Approve staff's recommendation with the following updates:

1. Condition No. 1 – Adjustments were made to hours of operation, the number of animals allowed, and the addition of a pickup and drop-off service to ensure clarity and alignment with the applicant's operations.
2. Condition No. 9 – The Commission accepted staff's recommended changes, which provided guidelines for managing potential impacts, such as noise or overcrowding, while keeping the language flexible rather than prescriptive.
3. Condition No. 12 – The language to be further refined by adding the word "appropriate" to ensure that the employee-to-animal ratio is determined based on operational needs rather than a fixed number, allowing flexibility while maintaining oversight.

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, Commissioner Rojas

Nays: None

Absent: None

Abstained: None

Motion carried: 7-0

ACTION:

The Planning Commission:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1) Existing Facilities; and
 2. Approve Conditional Use Permit PCUP-24-0009 based on findings of fact and subject to conditions of approval.
- 2. MASTER PLAN (PMAP-24-0004) AND TENTATIVE TRACT MAP 19345 FOR THE DEVELOPMENT OF 38 LIVE/WORK RESIDENTIAL UNITS AT 960 WEST 16TH STREET**

Six ex-parte communications reported from Chair Harlan. Vice Chair Zich, Commissioner Dickson, Commissioner Klepack, Commissioner Martinez, Commissioner Rojas.

Presentation by Mr. Chris Yeager, Senior Planner.

Commissioners asked staff about various aspects of the project, including open

space access, confirming that the nearest park is Schiffer Park (0.9 miles away) and discussing the status of nearby land. Parking assumptions in the study were questioned, with staff confirming that all garage spaces were assumed to be filled, though actual demand could vary. Compliance with driveway standards from Newport Beach and storm runoff management were also discussed, with staff confirming adherence to regulations, including a trench drain to prevent runoff onto sidewalks. The potential for ADU conversions within live-work spaces was debated, with staff clarifying that while state law allows ADUs, the City's conditions restrict workspace conversion but may allow garage conversions. Commissioners also raised concerns about setbacks, public visibility, signage, and accessibility of live-work units, particularly how businesses within these spaces would engage with the public. Additionally, there was discussion about design uniformity, with a suggestion to explore more architectural creativity in future developments to reflect the City's identity as the "City of the Arts."

The Chair opened the Public Hearing.

Commissioners questioned the applicant about parking study methodology, suggesting that the actual parking demand might be lower than reported due to assumptions about garage use. They also asked if the applicant would be open to reducing parking spaces in favor of more open space, to which the applicant expressed willingness if it did not extend the approval process or burden homeowners. Another discussion focused on community engagement and walkability, with the applicant sharing examples of successful live-work businesses, such as home-based bakeries, photography studios, and estheticians, and highlighting efforts to market these spaces effectively to creative entrepreneurs. The Commission also inquired about the applicant's approach to attracting buyers who would use the live-work spaces for community-facing businesses. The applicant emphasized their marketing strategies and financial support options, such as interest rate buy-downs, to help homeowners establish functional live-work environments while addressing the local housing crisis.

That Chair opened for Public Comment.

Speaker one, raised concerns about the height difference between their property (approximately 35 feet) and the proposed development (44 feet per unit), questioning why the elevations are not identical and how this might impact natural light and views. They also inquired about the fate of the four mature trees on 16th Street, asking whether they would be retained or removed.

Jay Humphrey expressed general support for the project but raised concerns about Measure Y, noting that no entitlement changes triggered its requirements. He acknowledged the financial viability of the project and appreciated staff's clarification that the units are truly four stories, not three with a roof deck. He also cautioned about fire risks, particularly the six-foot separation between units, warning that roof decks could become fire hazards if embers from the Randall

Preserve were carried by prevailing winds. Additionally, he highlighted parking concerns, warning that if units become rentals, multiple tenants per unit could lead to excessive vehicle use, as seen in past developments like Villa Martinique, where parking overflowed into surrounding streets.

Jim Fitzpatrick expressed support for the project but raised policy concerns about the permitting process and cost impacts on affordability. He praised the applicant's presentation and the City's recent adherence to the Permit Streamlining Act, but challenged the Commission to ensure that all applicants benefit from the same streamlined five-month approval timeline. He criticized the lack of transparency in tracking applications through the City's system and pointed out that parking concerns may not be as significant due to the location. He also raised concerns about special district approvals, warning that agencies like the Sanitary District and Mesa Water could impose unexpected requirements, such as additional water meters or backflow devices, which should be clarified upfront. Lastly, he criticized the City for failing to allocate \$400,000 in cannabis tax revenue toward first-time homebuyer assistance, despite City Council direction.

Speaker four criticized the live-work designation as a loophole that allows developers to increase housing density without ensuring that the workspaces are used for businesses. They questioned how many live-work units in the City genuinely operate as businesses, pointing out that similar projects on Placentia appear to have few active businesses. Concerns were raised about parking shortages on 16th Street, given existing demand from nearby businesses, and about the high density (38 units) and 45-foot building height, which they argued is excessive for the parcel size. They also challenged the renderings' accuracy, predicted parking and livability issues, and argued that the project is not family-friendly due to the lack of yards or open space. Lastly, they expressed concern about loss of sunlight for neighboring properties and urged the developer to consider lowering building heights to minimize impacts.

The Chair closed Public Comment .

A commissioner followed up on a neighbor's concerns about the height discrepancy between the proposed project and the adjacent property, with staff clarifying that the difference is due to a parapet pop-up rather than a significant elevation change. Staff also noted that Costa Mesa's code does not regulate views or sunlight access, only requiring compliance with building ventilation standards. Regarding the mature trees on 16th Street, staff explained that since the parkway is in Newport Beach's jurisdiction, their conditions require the removal of four ficus trees due to root damage to infrastructure. The applicant confirmed that the ficus trees will be replaced with 11 large crepe myrtles as part of the landscaping plan.

The Chair Closed the public hearing and called for a motion.

Commissioner Dickson made a motion to approve. Seconded by Vice Chair Zich.

MOVED/SECOND: MARTINEZ/DICKSON

MOTION: Approve staff's recommendation.

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, Commissioner Rojas

Nays: None

Absent: None

Abstained: None

Motion carried: 7-0

ACTION:

The Planning Commission adopt a resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15332 (Class 32) InFill Development; and
2. Approve Planning Application PMAP-24-0004 and Vesting Tentative Tract Map 19345, subject to conditions of approval.

OLD BUSINESS: None.

NEW BUSINESS: None.

REPORT - PUBLIC WORKS - None.

REPORT - DEVELOPMENT SERVICES - None.

REPORT - ASSISTANT CITY ATTORNEY - None.

ADJOURNMENT AT 8:29 PM

Submitted by:

SCOTT DRAPKIN, SECRETARY
COSTA MESA PLANNING COMMISSION



CITY OF COSTA MESA

Agenda Report

77 Fair Drive
Costa Mesa, CA 92626

File #: 25-278

Meeting Date: 4/28/2025

TITLE:

CONDITIONAL USE PERMIT PCUP-23-0003 FOR A 47-UNIT SINGLE ROOM OCCUPANCY
MOTEL CONVERSION AT 2205 HARBOR BOULEVARD

DEPARTMENT: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/
PLANNING DIVISION

PRESENTED BY: CHRIS YEAGER, SENIOR PLANNER

CONTACT INFORMATION: CHRIS YEAGER, 714-754-4883;
Christopher.Yeager@costamesaca.gov

RECOMMENDATION:

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1) Existing Facilities; and
2. Approve Conditional Use Permit PCUP-23-0003 based on findings of fact and subject to conditions of approval.



PLANNING COMMISSION AGENDA REPORT

MEETING DATE: April 28, 2025

ITEM NUMBER: PH-1

SUBJECT: CONDITIONAL USE PERMIT PCUP-23-0003 FOR A 47-UNIT SINGLE ROOM OCCUPANCY MOTEL CONVERSION AT 2205 HARBOR BOULEVARD

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

PRESENTATION BY: CHRIS YEAGER, SENIOR PLANNER

**FOR FURTHER INFORMATION CONTACT: CHRIS YEAGER
714-754-4883
Christopher.Yeager@costamesaca.gov**

RECOMMENDATION

Staff recommends the Planning Commission adopt a Resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1) Existing Facilities; and
2. Approve Conditional Use Permit PCUP-23-0003 based on findings of fact and subject to conditions of approval.

APPLICANT OR AUTHORIZED AGENT

The authorized agent is Michael Schafer, representing the applicant, Nikan Khatibi.

PLANNING APPLICATION SUMMARY

Location:	2205 Harbor Boulevard	Application Number:	PCUP-23-0003
Request:	Conditional Use Permit to for a Single Room Occupancy Residential hotel conversion within an existing motel (Mesa Motel).		

SUBJECT PROPERTY:

SURROUNDING PROPERTY:

Zone:	C2 (General Business District)	North:	C2
General Plan:	General Commercial	South:	R2-MD (Multi-Family Residential, Medium Density)
Lot Dimensions:	132' x 205'	East (across Harbor Blvd):	C1-S (Shopping Center)
Lot Area:	0.58 acres	West:	R3 (Multi-Family Residential)
Existing Development:	An existing 28,286-square-foot two-story motel with surface parking lot.		

DEVELOPMENT STANDARDS COMPARISON

Development Standard	SRO Development Standards	Proposed/Provided
Unit Sizes		
Minimum Single Occupancy Size	175 SF	176 SF
Minimum Double Occupancy Size	220 SF	238 SF
Maximum Unit Size	450 SF	444 SF
Maximum Percent Double Occupancy	10%	8.5%
Max Average Unit Size	300 SF	258 SF
Parking		
Minimum Parking Spaces	42	26*
Bike Racks	0	1
Total Parking	42	27*
Final Action	Planning Commission	
CEQA Review	Exempt per CEQA Guidelines Section 15301 (Existing Development)	
*Pursuant to AB 2097, the project is within a transit Priority Area and is therefore not subject to the City's parking requirements.		

EXECUTIVE SUMMARY

Staff supports the requested Conditional Use Permit (“CUP”) for a 47-unit single room occupancy (SRO) motel conversion and believes that the required CUP finding can be made. The project complies with all applicable development standards and City Council Policy 500-05 (“Council Policy”) related to SRO developments. The location of the proposed SRO is appropriate due to its proximity to transportation options, employment centers, and retail uses and services. The SRO management plan has been reviewed by the City and includes the necessary operational characteristics of the development. The project proposes 46 very low-income units, which exceeds the City’s established housing density to assist in achieving the City’s Regional Housing Needs Assessment (RHNA) requirement; however, the project does not provide the specified Housing Element income categories that the site was assumed to accommodate. Therefore, a required finding of “no net loss” is included with the application processing. Environmental Clearance is proposed pursuant to CEQA categorical exemption 15301 for existing facilities.

BACKGROUND

The existing motel at 2205 Harbor Boulevard was constructed in 1958 with 22-units. Subsequently, in the late 1980s, the City approved Conditional Use Permit PA-88-147 for the expansion of the motel into 46 units, and allowed a variance from the front setback requirements due to the widening of Harbor Boulevard. According to historical imagery, prior to construction of the motel, the site was used for agricultural purposes.

The subject property contains two existing two-story buildings with a total floor area of 28,286 square feet. The project site also features an existing surface parking lot and a pool which is proposed to be removed and replaced with a common patio area. The existing façade of the site from Harbor Boulevard is shown in Exhibit 1 below. The motel has not currently operational since mid-2022.



The subject, 0.58-acre, property is located on the west side of Harbor Boulevard, midblock between Wilson Street and Victoria Street (see Exhibit 2 below). The site has a General Plan Land Use Designation of General Commercial and is zoned C2 (General Business District). The General Commercial designation is intended to permit a wide range of commercial uses that serve both local and regional needs. The C2 zone permits hotel/motel uses subject to the Planning Commission approval of a conditional use permit.

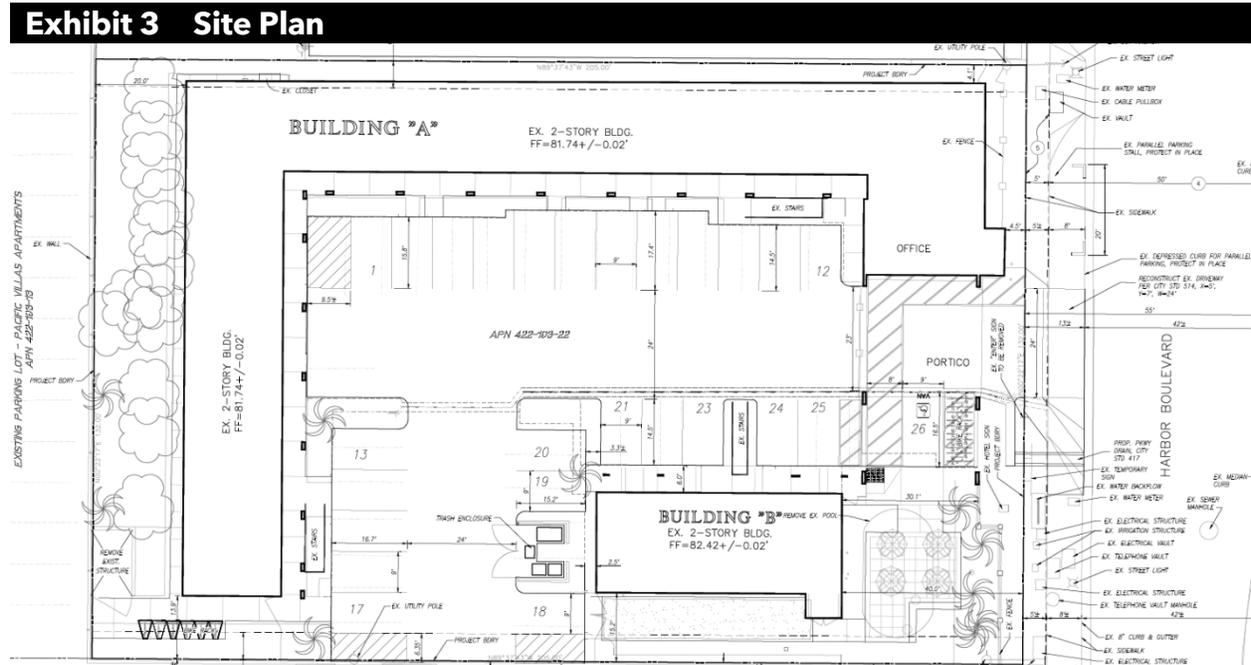


The property is located adjacent to other commercially zoned properties to the north and east, and residentially zoned properties to the west and south. Surrounding uses include a furniture store to the north, several large and small commercial shopping centers located across Harbor Boulevard, residential apartments (Pacific Villas apartments) to the west and a mobile home park (Tradewinds Mobile Park) is located to the south of the subject property.

ANALYSIS

Conditional Use Permit application PCUP-23-0003 is a request to allow an existing motel to be converted into a furnished 47-unit SRO including 42 single occupancy units, four double occupancy units, and one manager's unit. According to the application, resident preference will be provided to individuals and households living and/or working in the City of Costa Mesa, veterans, the elderly, and individuals with disabilities. Each unit, except for the managers' unit, will be deed restricted to very-low-income individuals in perpetuity.

As shown in Exhibit 3 below, the project includes a remodel of the building and units, removing the existing swimming pool and constructing common patio area, re-stripping the parking lot, installing new bike racks and lockers, installing new landscaping throughout the project site, constructing a new trash enclosure, and re-painting the facility.



Conditional Use Permit (CUP)

Costa Mesa Municipal Code (CMMC) Section 13-30, the City's land use matrix, establishes that SRO developments are permitted with a CUP in specific commercial zones. Pursuant to the CMMC, to approve the CUP application, the Planning Commission must make findings that the use:

- *Is compatible with developments in the nearby area;*
- *Would not be detrimental to other nearby properties;*
- *Will not be detrimental to the public health, safety and general welfare;*
- *Will not injure nearby property or improvements; and*
- *Will not allow a use, density or intensity not in accord with the General Plan.*

As necessary, proposed conditional uses may have conditions of approval applied to the development or their operations to ensure that the required findings can be met. An assessment of the project's relationship to the findings and General Plan is provided later in this report.

City Council Policy 500-05 - "Single Room Occupancy (SRO) Units"

Pursuant to the CMMC, the use is subject to the requirements of City Council Policy 500-05 (see Attachment 2) regarding the permitting of SRO developments. The Policy establishes guidelines for the review of SROs. The Policy's intent is to provide means for the establishment of housing for low- and very-low-income segments of the population. The Policy specifically recognizes that a portion of the local labor force within the business community is at lower income levels and traditional housing is no longer affordable for this segment of the population; SROs provide an affordable housing opportunity for this population.

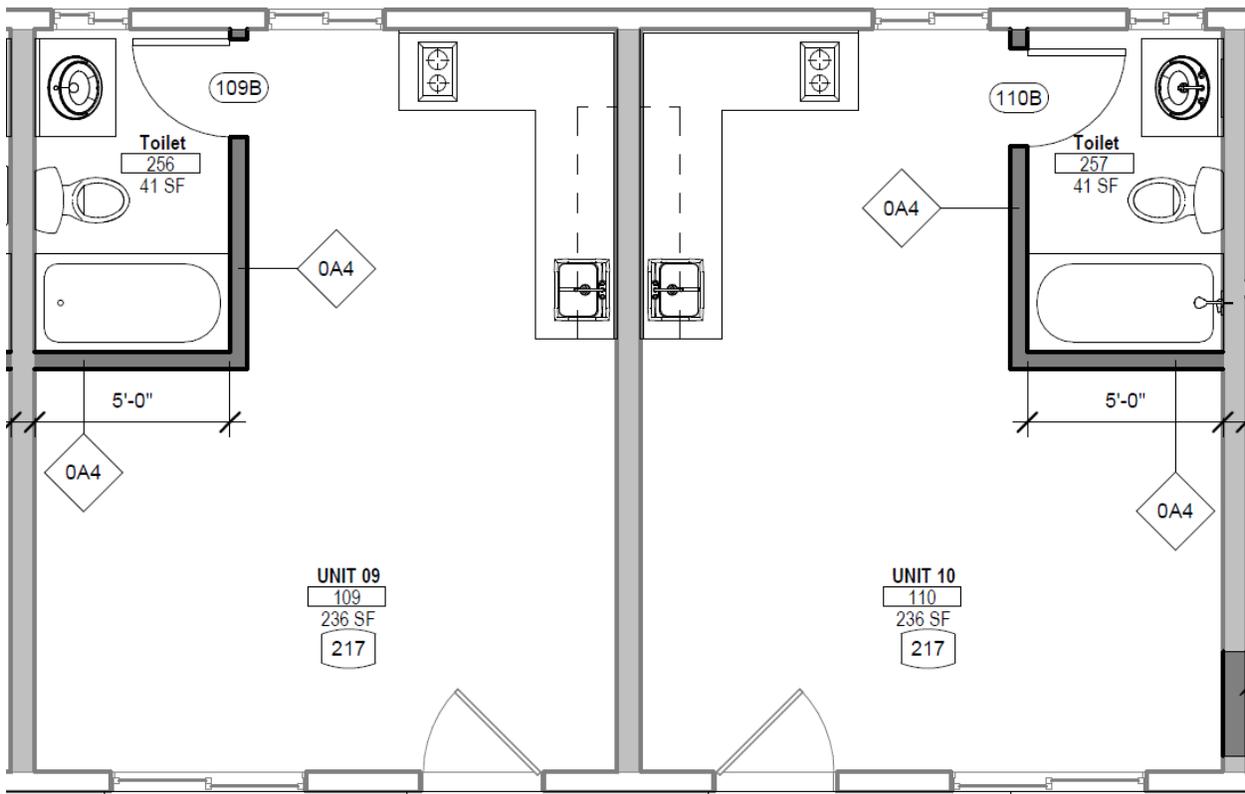
As described below, the City Council Policy establishes that all units shall be rented at 50 percent of the Area Median Income (AMI) for Orange County or lower, and the affordability requirements remain on the project in perpetuity. The City Council Policy further indicates that SROs should be located within close proximity (1,000 feet) to transit stops or within proximity to major employment areas. Ideally, SROs should be located within close proximity to grocery stores, retail stores, and services. The proposed SRO is located on a major commercial corridor with access to transit stops, major employment areas, grocery stores, retail stores, and services. The closest bus stop is approximately 250 feet north of the project site with bus services provided by the 43 Bus (Fullerton-Costa Mesa), 47 Bus (Fullerton-Newport Beach), and 55 Bus (Santa Ana - Newport Beach). The project site is located within half a mile walking distance of the "Harbor Center" (Mercado Northgate Market, Home Depot, and multiple other stores and restaurants), directly across the street from Gray Plaza, located at 2200 Harbor Boulevard (At-Home, Planet Fitness, and other stores and services), and is surrounded by various other retail uses, restaurants, and services on Harbor Boulevard.

Below is a summary comparison of the proposed development with the City Council SRO Policies:

Unit Sizes

Pursuant to the City Council Policy, the minimum size for single occupancy units is 175 square feet while the minimum size for double occupancy units is 220 square feet. The maximum size for any unit is 450 square feet. The unit mix is limited to a maximum of 10 percent of the units dedicated for double occupancy. As proposed, the project complies with the size requirements in that the minimum size of single occupancy rooms is 175 square feet, and the minimum double occupancy room is 238 square feet. The largest proposed unit is 444 square feet and the total percentage of double occupancy rooms is 8.5%.

Exhibit 4 Typical Floor Plan



Unit Requirements

Pursuant to City Council Policy, each unit is required to have a kitchen or kitchenette and fully enclosed bathroom. In addition, each unit shall be provided with a closet or storage area of at least 40 cubic feet and a locker of at least 10 cubic feet. As shown in Exhibit 4 above, the floor plans for each unit include a kitchenette consisting of either a two-burner stovetop or microwave, sink, and under counter refrigerator. In addition, each unit is proposed and conditioned to include at least 40 cubic feet of storage and a minimum 10 cubic-foot locker.

Parking

Pursuant to the Council Policy, SRO developments are required to be parked at 0.5 space per single occupancy guest room. Parking shall increase to a minimum of 0.8 space per unit for single occupancy guest rooms that are larger than the minimum room size standard. Parking shall be further increased to one space per unit for any rooms that are at the maximum size limit, unless the units are restricted to senior citizens. Double occupancy units shall have double the parking requirement of single occupancy rooms. Secure bicycle parking shall also be provided. Pursuant to the City Council SRO Policy, the project would require 42 parking spaces. The project proposes to include 26 parking spaces and also includes bike parking and bike lockers.

However, Assembly Bill 2097 (AB 2097) was signed into law by Governor Newsom and became effective on January 1, 2023. The primary objective of this legislation is to limit local governments from imposing minimum parking regulations on commercial and residential projects that are located within 0.5 miles of a major transit stop. AB 2097 defines "major transit stop" as an existing rail or bus rapid transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 20 minutes or less during the morning and afternoon peak commute periods. Staff reviewed the nearby public transit facilities and determined that the subject property is located within 0.5 miles of two major transit stops (near the intersection of Harbor Boulevard and Wilson Street and Harbor Boulevard and Victoria Street). Therefore, pursuant to AB 2097, the City of Costa Mesa cannot impose a minimum parking requirement and the proposed parking provided is compliant with minimum required site parking.

Management and Security

The Council Policy requires that the applicant submit a management plan to be reviewed with the project. According to the Policy, the Plan shall address day-to-day operations and management of the project including: tenant selection and income/rent verification procedures; property maintenance standards and repairs, property improvements and maintenance schedules; insurance requirements; tenant services or amenities; access control and security, and project staffing (including a 24-hour live-in manager, desk clerk, security, and janitorial service/maintenance staff). The Plan shall discuss both internal and exterior security including controlled entry and exit, guest sign-in and regulations for guests, and video camera monitoring of common use areas including parking and open space.

The applicant provided a management plan (see attachment 2) as required by the policy. The Plan outlines the various roles and responsibilities of the property manager and tenants. The plan discusses the procedures for facility maintenance, repairs, inspections, and overall property functionality and also includes provisions regarding budgeting, rent collection, expense tracking, and financial management. The plan also specifies policies for unit leasing, tenant screening, communication, handling disputes, and security protocol.

Rental Terms and Rates

Pursuant to the City Council Policy, the applicant's management plan specifies that the units will be rented on an annual basis and that the SRO unit shall be the primary residence for the tenants.

The City Council Policy requires that all SRO units shall be rented at 50% Area Median Income (AMI) for Orange County or lower (with the exception of the manager's unit). Affordability requirements may be established on a case-by-case basis through the Conditional Use Permit process and as documented in a form approved by the City Attorney. The applicant proposes that each unit shall be rented at 50% AMI which is

considered very-low-income. As of April 1, 2024, 50 percent of the average median income for a one-person household size is \$55,250, and the applicable maximum rent is \$1,381 (see the below Table 1). The applicant will be required to submit annual reports to the City indicating compliance with the applicable affordability requirements.

Table 1 Orange County Rent & Income Limits

Orange County Rent & Income Limits							
2024 Orange County Income Limits		Revised per HUD Notice Effective April 1, 2024					
California Tax Credit Allocation Committee Based on Household Size	April 2024 % of Median Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Median Income	100%	\$110,500	\$126,200	\$142,100	\$157,800	\$170,500	\$183,100
60% of Median	60%	\$66,300	\$75,720	\$85,260	\$94,680	\$102,300	\$109,860
50% of Median (Very Low-Income)	50%	\$55,250	\$63,100	\$71,050	\$78,900	\$85,250	\$91,550
40% of Median	40%	\$44,200	\$50,480	\$56,840	\$63,120	\$68,200	\$73,240
30% of Median	30%	\$33,150	\$37,860	\$42,630	\$47,340	\$51,150	\$54,930

2024 Orange County Rent Limits		Rent levels are based on 30% of the maximum family income in each category. Rent will be adjusted based on the type of utilities paid by the tenant.					
California Tax Credit Allocation Committee Based on Bedroom Size	April 2024 % of Median Income	Efficiency	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	
Median Income	100%		\$2,762	\$2,958	\$3,552	\$4,102	\$4,576
60% of Median	60%		\$1,657	\$1,775	\$2,131	\$2,462	\$2,746
50% of Median (Very Low-Income)	50%		\$1,381	\$1,479	\$1,776	\$2,051	\$2,288
40% of Median	40%		\$1,105	\$1,183	\$1,421	\$1,641	\$1,831
30% of Median	30%		\$828	\$887	\$1,065	\$1,231	\$1,373

Common Areas

Pursuant to the Council Policy, an SRO project shall include common areas with a minimum of 570 square feet and this space should be divided between interior and exterior areas with neither having less than 40% of the total square footage. The project proposes a total of 1,094 square feet of common areas consisting of a 505-square-foot (46%) activity room and a 589-square-foot (54%) common patio area. The activity room is located on the first floor at the front of the SRO. The patio is proposed to be located where the existing pool is currently located near the southeast corner of the property (the pool is proposed to be removed).

Laundry Facilities

Pursuant to City Council Policy 500-05, laundry facilities shall be provided near the common indoor open space area. The project proposes to include two 46-square-foot laundry rooms with coin operated laundry equipment and therefore complies with the requirement.

Building Safety

As required by City Council Policy 500-05, the project shall comply with the applicable standards of the Building and Fire codes. Should the project be approved, the applicants will be required to submit building permit applications to bring the facility into compliance with the applicable requirements.

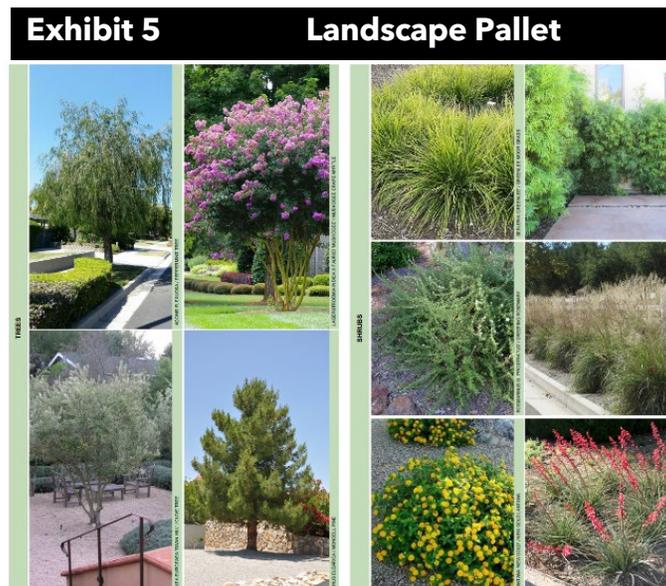
Landscaping

The project proposes new site landscaping consistent with City standards (see Table 2 below). As shown in Exhibit 5 below, the project is proposed to include a combination of flowering trees, specimen trees, and screening trees. The proposed screening trees will be located at the rear of the property to provide site privacy from the existing apartment complex to the rear.

Table 2 Landscape Materials		
	CMMC Required	Proposed
Trees	10 (one 15-gallon tree or larger per 200 square feet of landscape area)	Minimum 10 trees
Shrubs	77 (one shrub for every 25 square feet of landscape area)	Minimum 77 shrubs

As part of the building permit plan check review, final landscape plans will be prepared and certified by a California licensed landscape architect confirming that they comply with the Costa Mesa Municipal Code (CMMC) and water efficiency landscape guidelines. To provide shading on the sidewalk within the public right of way, conditions have been included to require that trees be planted within the front landscape setback along Harbor Boulevard.

Lighting is required to be provided in all parking areas, vehicular access areas, and on major walkways. The applicant will be required to submit lighting and photometric plans with the building permit plan set demonstrating that there is limited to no spillover of lighting onto neighboring properties.



NO NET LOSS LAW - SENATE BILL 166

The City's 6th Cycle Housing Element has identified the project site as a potential site for assisting in achieving the City's 2021-2029 Regional Housing Needs Allocation (RHNA) requirement. Specifically, the subject parcel is identified by the City's Housing Element to provide a total of 28 housing units that include five very-low-income units, three low-income units, five moderate-income units, and 15 above-moderate units. The project proposes 46 very low-income units, and one manager's unit, which therefore results in a Housing Element shortfall of three low-income units, five moderate income units and 14 above moderate units. However, a surplus of 41 very-low-income units is proposed.

Pursuant to Senate Bill 166 (Government Code Section 65863 - "No Net Loss Law"), the State requires that housing development opportunities remain available throughout the housing element planning period to accommodate a jurisdiction's regional housing needs assessment (RHNA). One of the applicable requirements of this legislation states that "If a city approves the development of a parcel identified in its Housing Element sites inventory with fewer units than shown in the Housing Element, it must either make findings that the Housing Element's remaining sites have sufficient capacity to accommodate the remaining unmet RHNA by each income level, or identify and make available sufficient sites to accommodate the remaining unmet RHNA for each income category".

As a result of the proposed Housing Element discrepancy, as specified in the City Housing Element "Site Analysis", the City is required to make "No Net Loss" findings pursuant to Government Code Section 65863. The finding can be made as the Housing Element "Site Analysis" includes a planned surplus of low, moderate and above moderate-income housing units. This required finding is provided below in the "Findings" section of this report.

GENERAL PLAN CONFORMANCE

The proposed SRO development fulfills the goals, objectives, and policies of the general plan by providing new housing opportunities that meet the needs of an underserved population. The following analysis further evaluates the proposed project's consistency with specific policies and objectives of the 2015-2035 General Plan.

1. **Policy LU-1.1:** *Provide for the development of a mix and balance of housing opportunities, commercial goods and services and employment opportunities in consideration of the need of the business and residential segments of the community.*

Consistency: The SRO would provide an additional housing opportunity for very low-income households in a job-rich area. The increase of 46 very-low-

income housing units would balance the employment needs of the surrounding businesses with residences residing in close proximity.

2. **Policy LU-1.5:** *Maintain a land use structure that strives to balance jobs and housing with available infrastructure and public and human services.*

Consistency: The proposed SRO includes 47 housing units including 46 very-low-income units. The proposed SRO helps to balance the number of residents in the area compared to the number of jobs. The location of the SRO includes existing infrastructure and services that are sufficient to allow for the new use.

3. **Policy HOU-2.1:** Facilitate the development of housing that meets the needs of all segments of the population including affordable housing and households with specialized needs.

Consistency: The proposed SRO will be an alternative housing choice for individuals with very-low-income levels. The housing is centrally located, near transit options, and in a job rich area along Harbor Boulevard. The development of the SRO helps to meet the needs of underserved very-low-income population.

FINDINGS

Pursuant to Title 13, Section 13-29(g), Findings, of the CMMC, and as required by State Housing Law (Government Code Section 65863), in order to approve the project, the Planning Commission must find that the evidence presented in the administrative record substantially meets the following applicable required findings:

- *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.*

The proposed use would not involve any expansion or additional square footage to the existing motel. The use complements the surrounding commercial uses in that it will provide additional residential opportunities for employees in the area. The use would be compatible with the surrounding area in that adequate buffering has been provided to neighboring residential uses including the existing eight-foot block wall, proposed screening vegetation, limited hours on the common patio, and the relocation of the trash enclosure away from the neighboring mobile home park. Lastly, the project includes conditions of approval to ensure use/neighborhood compatibility including compliance with the operational plan.

- 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.

Granting the approval will not be detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood in that modifications to the existing structures are minor and would require compliance with applicable building and fire codes. The use is substantially similar to the existing motel use in that the space will be used to house people, albeit as a primary residence instead of a motel. The Police Department has also reviewed the proposed use and has no objections to the approval of the application.

- 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.

The use would be compatible with the existing uses in the surrounding area and meets the intent of the General Plan's General Commercial Land Use Designation and City Council Policy 500-05 in that commercial uses like motels may be permitted, and, subject to the approval of a conditional use permit, motels may be converted into SRO developments in commercial zones. Furthermore, the proposed project is consistent with General Plan Land Use Policies LU-1.1 and LU-1.5 and Housing Element Policy 2.1 as indicated above.

- Senate Bill 166 (Government Code Section 65863), the "No Net Loss Law".

The proposed SRO Development project includes a total of 47 units, exceeding the City's Housing Element RHNA Sites Inventory capacity of 28 units for the subject site. However, according to the City's adopted Housing Element "Sites Analysis" (Appendix B), the property is identified with providing five very-low-income units, three low-income units, five moderate income units and 15 above moderate units. The proposed SRO development project includes 46 very-low-income units, no low-income units, no moderate-income units and only one above-moderate unit (the manager's unit), therefore is deficient three low-income units, five moderate-income units and 14 above moderate units. Although the development, as proposed, would be deficient for low-income, moderate-income units and above-moderate income units (as specified in the City Housing Element "Sites Analysis"), the City's Housing Element includes a 49 unit surplus of low income units, a 1,149 surplus of moderate income units, and a 1,064 surplus of above-moderate units; therefore, a finding can be made that the City's adopted Housing Element's remaining sites have sufficient capacity to accommodate the remaining unmet RHNA by each income level.

ENVIRONMENTAL DETERMINATION

The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities. The site is located in an urbanized area that is fully developed and does not contain any sensitive species or habitats. This project site contains two existing buildings, and the application does not include any new square footage. The project would result in interior improvements to adequately address operation and safety concerns. Exterior improvements consist of painting, landscaping, and the removal of the pool. The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a cumulative environmental 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

Planning Commission determination alternatives include the following:

1. Approve the project. The Planning Commission may approve the project as proposed, subject to the conditions outlined in the attached Resolution.
2. Approve the project with modifications. The Planning Commission may suggest specific changes that are necessary to alleviate concerns. If any of the additional requested changes are substantial, the hearing could 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. (If the Planning Commission direction includes a reduction in the proposed project density, the below specified Government Code Section 65589.5 provisions are applicable.)
3. Deny the project. If the Planning Commission believes that there are insufficient facts to support the findings for approval, the Planning Commission should deny the application, provide facts in support of denial, and direct staff to incorporate the findings into a Resolution for City Council denial. If the project is denied, the applicant could not submit substantially the same type of application for six months from the City Council's decision for denial. However, because this project is subject to the Housing Accountability Act (Government Code Section 65589.5), if the Planning Commission denies or directs a reduction in the proposed density of the housing project, and the development is determined to be consistent with

applicable, objective general plan, zoning, and subdivision standards and criteria, including design review standards, the Planning Commission must make the following written findings:

- The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density; and
- There is no feasible method to satisfactorily mitigate or avoid the adverse impact, other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density. (Feasible means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors)

LEGAL REVIEW

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

PUBLIC NOTICE

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

1. **Mailed notice.** A public notice was mailed to all property owners and occupants within a 500-foot radius of the project site on April 18, 2025. 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 April 18, 2025.
3. **Newspaper publication.** A public notice was published once at least 10 days before the Planning Commission meeting in the Daily Pilot newspaper on April 18, 2025.

As of the date of this report, no written public comments have been received. Any public comments received prior to the April 28, 2025, Planning Commission meeting will be forwarded separately to the Planning Commission.

CONCLUSION

Approval of the project would allow for the conversion of an existing motel into a Small Room Occupancy units development. The proposed use is in conformance with the City Council Policy 500-05, General Plan, Zoning Code, Planning Application Review Criteria, and the CUP and "No-Net -Loss" findings can be made. The SRO development would be compatible with the surrounding residential and commercial uses and would not be materially detrimental to other properties within the area. Further, the proposed SRO development is ideally located in that the site is located in close proximity to multiple transportation options and is surrounded by a job center consisting of two large shopping centers and various other retail uses, services, and groceries along Harbor Boulevard. In addition, the project site is located less than half a mile from Wilson Park and Ketchum Libolt Park. Therefore, staff recommends approval of the proposed project, subject to the conditions of approval contained in the attached resolution.

RESOLUTION NO. PC-2025-06

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA, CALIFORNIA APPROVING CONDITIONAL USE PERMIT PCUP-23-0003 FOR A 47-UNIT SINGLE ROOM OCCUPANCY MOTEL CONVERSION AT 2205 HARBOR BOULEVARD

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

WHEREAS, Planning Application PCUP-23-0003 was filed by Michael Schafer, authorized agent for the applicant, Ahura Investments requesting approval to allow an existing motel to be converted into a furnished 47-unit Single Room Occupancy residential development including 42 single occupancy units, 4 double occupancy units, and 1 managers unit;

WHEREAS, a duly noticed public hearing was held by the Planning Commission on April 28, 2025 with all persons having the opportunity to speak for and against the proposal;

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15301 (Class 1), for Existing Development;

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 PCUP-23-0003 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 Planning Application PCUP-23-0003 and upon applicant's compliance with each and all of the conditions in Exhibit B, and compliance of all applicable federal, 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 28th day of April, 2025.

Jeffrey Harlan, 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-2025-06 was passed and adopted at a regular meeting of the City of Costa Mesa Planning Commission held on April 28, 2025 by the following votes:

AYES: COMMISSIONERS
NOES: COMMISSIONERS
ABSENT: COMMISSIONERS
ABSTAIN: COMMISSIONERS

Scott Drapkin, Secretary
Costa Mesa Planning Commission

Resolution No. PC-2025-06

EXHIBIT A

FINDINGS

- A. The proposed project complies with Conditional Use Permit Findings, Costa Mesa Municipal Code Section 13-29(g) 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 proposed use would not involve any expansion or additional square footage to the existing motel. The use complements the surrounding commercial uses in that it will provide additional residential opportunities for employees in the area. The use would be compatible with the surrounding area in that adequate buffering has been provided to neighboring residential uses including the existing eight-foot block wall, proposed screening vegetation, limited hours on the common patio, and the relocation of the trash enclosure away from the neighboring mobile home park. Lastly, the project includes conditions of approval to ensure use/neighborhood compatibility including compliance with the operational plan.

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: Granting the approval will not be detrimental to the health, safety and general welfare of the public or otherwise injurious to property or improvements within the immediate neighborhood in that modifications to the existing structures are minor and would require compliance with applicable building and fire codes. The use is substantially similar to the existing motel use in that the space will be used to house people, albeit as a primary residence instead of a motel. The Police Department has also reviewed the proposed use and has no objections to the approval of the application.

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 use would be compatible with the existing uses in the surrounding area and meets the intent of the General Plan's General Commercial Land Use Designation and City Council Policy 500-05 in that commercial uses like motels may be permitted, and, subject to the approval of a conditional use permit, motels may be converted into SRO developments in commercial zones. Furthermore, the proposed project is

consistent with General Plan Land Use Policies LU-1.1 and LU-1.5 and Housing Element Policy 2.1 as indicated above.

- B. Pursuant to Senate Bill 166 [Government Code Section 65863], the “No Net Loss Law” was amended to ensure that housing development opportunities remain available throughout the housing element planning period to accommodate a jurisdiction’s regional housing needs assessment (RHNA). One aspect of this amended legislation requires that “If the city approves a development of a parcel identified in its Housing Element sites inventory with fewer units than shown in the Housing Element, it must either make findings that the Housing Element’s remaining sites have sufficient capacity to accommodate the remaining unmet RHNA by each income level or identify and make available sufficient sites to accommodate the remaining unmet RHNA for each income category”:

Facts in Support of Findings: • The proposed SRO Development project includes a total of 47 units, exceeding the City’s Housing Element RHNA Sites Inventory capacity of 28 units for the subject site. However, according to the City’s adopted Housing Element “Sites Analysis” (Appendix B), the property is identified with providing five very-low-income units, three low-income units, five moderate income units and 15 above moderate units. The proposed SRO development project includes 46 very-low-income units, no low-income units, no moderate-income units and only one above-moderate unit (the manager’s unit), therefore is deficient three low-income units, five moderate-income units and 14 above moderate units. Although the development, as proposed, would be deficient for low-income, moderate-income units and above-moderate income units (as specified in the City Housing Element “Sites Analysis”), the City’s Housing Element includes a 49 unit surplus of low income units, a 1,149 surplus of moderate income units, and a 1,064 surplus of above-moderate units; therefore, a finding can be made that the City’s adopted Housing Element’s remaining sites have sufficient capacity to accommodate the remaining unmet RHNA by each income level.

- C. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities. The site is located in an urbanized area that is fully developed and does not contain any sensitive species or habitats. This project site contains two existing buildings, and the application does not include any new square footage. The project would result in interior improvements to adequately address operation and safety concerns. Exterior improvements consist of painting, landscaping, and the removal of the pool. The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations. Furthermore, none of the exceptions that bar the application of a categorical exemption pursuant to CEQA Guidelines Section 15300.2 applies. Specifically, the project would not result in a cumulative environmental 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.

- D. 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

- Plng. 1. Approval of Planning Application PCUP-23-0003 is valid for two (2) years from the effective date of this approval and will expire at the end of that period unless applicant establishes the use by one of the following actions: 1) a building permit has been issued and construction has commenced, and a valid building permit has been maintained by making satisfactory progress as determined by the Building Official; 2) a certificate of occupancy has been issued. A time extension can be requested no less than thirty (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.
2. The conditions of approval for PCUP-23-0003 shall be blueprinted on the face of the site plan as part of the plan check submittal package.
3. The applicant shall defend, with attorneys of City's choosing, 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 applicant's 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.
4. If any section, division, sentence, clause, phrase or portion of this resolution 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.
5. Unit address assignment shall be requested from the Planning Division prior to submittal of working drawings for plan check. The approved address of individual units, buildings, etc., shall be blueprinted on the site plan and on all floor plans in the working drawings.
6. A copy of the conditions of approval for the conditional use permit must be kept on premises and presented to any authorized City official upon request. New business/property owners shall be notified of conditions of approval upon transfer of business or ownership of land.

7. The project is subject to compliance with all applicable Federal, State, and local laws. A copy of the applicable Costa Mesa Municipal Code requirements has been forwarded to the Applicant and, where applicable, the Authorized Agent, for reference.
8. The applicant shall contact the Planning Division to arrange a Planning inspection of the site prior to the release of occupancy/utilities. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.
9. Street address shall be visible from the public street and shall be displayed on the complex identification sign. If there is no complex identification sign, the street address may be displayed on the fascia adjacent to the main entrance or on another prominent location. When the property has alley access, address numerals shall be displayed in a prominent location visible from the alley. Street address numerals shall be a minimum six (6) inches in height with not less than one-half-inch stroke and shall contrast sharply with the background. Identification of individual units shall be provided adjacent to the unit entrances. Letters or numerals shall be four (4) inches in height with not less than one-fourth-inch stroke and shall contrast sharply with the background.
10. Once the use is legally established, the planning/zoning application herein approved shall be valid until revoked. The Director of Economic & Development or designee may refer the planning/zoning application to the Planning Commission for modification or revocation at any time if any of the following circumstances exist: 1) the use is being operated in violation of the conditions of approval; 2) the use is being operated in violation of applicable laws or ordinances or 3) one or more of the findings upon which the approval was based are no longer applicable.
11. Prior to issuance of building permits, applicant shall contact the US Postal Service with regard to location and design of mail delivery facilities. Such facilities shall be shown on the site plan, landscape plan, and/or floor plan.
12. Circulation and parking spaces shall be repainted and installed subject to the applicable City's standards at the direction of the Transportation division of the Public Works Department.
13. Prior to the issuance of Building Permits, the Applicant shall submit a Lighting Plan and Photometric Study for the approval of the City's Development Services Department. The Lighting Plan shall demonstrate compliance with the following: (a) Lighting design and layout shall limit spill light to no more than 0.5 foot candle at the property line of the surrounding neighbors, consistent with the level of lighting that is deemed necessary for safety and security purposes on site. (b) Glare shields may be required for select light standards.
14. The parking area and pedestrian paths shall be equipped with lighting of sufficient power to illuminate and make easily discernable the appearance and conduct of all persons on or about the site.

15. The use shall be conducted, at all times, in a manner that will allow the quiet enjoyment of the surrounding neighborhood. The applicant and/or business owner shall institute appropriate security and operational measures are necessary to comply with this requirement.
16. The common patio area shall be closed and unused from 10 p.m. to 7 a.m.
17. Any graffiti painted or marked upon the premises shall be removed or painted over within 24 hours of being applied.
18. Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.
19. The applicant shall maintain free of litter all areas of the premises under which applicant has control.
20. Prior to final building inspection, a bicycle rack shall be installed in a location such that it is functional, accessible and visible to the user.
21. The use shall operate in compliance with the Operational Plan. Any alterations to the plan shall be reviewed and approved by the Director of Economic and Development Services prior to initiating any changes.
22. All landscaping shall be maintained and remain in healthy condition. No trees shall be removed without prior City approval. Landscaping materials shall be replaced if the landscaping dies.
23. Each unit shall be provided with a minimum 40 cubic feet of storage and a minimum 10 cubic foot locker.
24. Prior to the issuance of building permits, the applicant shall indemnify the City for providing reduced parking pursuant to AB 2097 on a City approved form.
25. All units rented shall be the tenant's primary residence and units shall be rented for terms no less than one month.
26. An annual report shall be submitted to the City on a City approved form outlining compliance with the affordability requirements. The form shall include all tenants, income levels, lease length, and rental rates (including utilities).
27. The landscape and irrigation plan shall include evergreen shade trees with a minimum box size of 24" within the front landscaped setback subject to the direction of the Planning Division.
28. Smoking shall not occur on the property outside of approved smoking areas.
- BLDG 29. Comply with the requirements of the adopted California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards, California Energy Code, California Existing Building Code, and California Code of Regulations also known as the California Building Standards Code, as amended by the City of Costa Mesa at the time of plan submittal or permit issuance. Requirements for accessibility to sites, facilities, buildings and

- elements by individuals with disability shall comply with Chapter 11B of the California Building Code and California Existing Building Code.
- TRAN 30. Fulfill mitigation of off-site traffic impacts at the time of issuance of Building Permit by submitting the required Traffic Impact Fee to the Transportation Division under the prevailing schedule of charges adopted by the City Council. The Traffic Impact Fee is calculated based on the average daily trip generation rate of 4.81 trip ends per dwelling unit for the proposed project. It includes a credit for any previously existing use. At the current rate, the Traffic Impact Fee is estimated at \$4,332.00. NOTE: The Traffic Impact Fee will be recalculated at the time of issuance of the Building Permit based upon any changes in the prevailing schedule of charges adopted by the City Council and in effect at that time.
- ENG 31. At the time of development submit for approval an Offsite Improvement Plan to the Engineering Division prepared by a registered Civil Engineer that shows parkway improvements and pay Offsite Plan Check fee per Section 13-231 of the C.C.M.M.C.
32. Obtain a permit from the City of Costa Mesa, Engineering Division, at the time of development and then reconstruct P.C.C. driveway approach per City of Costa Mesa Standards as shown on the Offsite Improvement Plan. Location and dimensions are subject to the approval of the Transportation Services Manager. ADA compliance required for all new driveway approaches.
33. Obtain a permit from the City of Costa Mesa, Engineering Division and remove existing parking space along Harbor Boulevard frontage and replace with landscape per Costa Mesa's Streetscape and Median Development Standards.
34. Obtain a permit from the City of Costa Mesa, Engineering Division, at the time of development and then remove any curb depressions that will not be used and replace with full height curb.
35. Comply with streetscape & median development standards and landscape the parkway per City of Costa Mesa's Streetscape and Median Development Standards, Section 3.0 "Public Rights-of-Way and Parkways-General Criteria".
36. Submit an Erosion Control Plan to the City of Costa Mesa Engineering Division for review and approval associated with any onsite grading work.
37. Submit required cash deposit or surety bond to guarantee construction of off-site street improvements at time of permit issuance per Section 15-32, CMMC and as approved by City Engineer. Cash deposit or surety bond amount to be determined by City Engineer.
- FIRE 38. Applicant shall submit differed submittals for underground plans and fire sprinkler plans.
39. Comply with the requirements of the 2022 California Fire Code, including the reference standards, as adopted and amended by Costa Mesa Fire & Rescue including, but not limited to, install extinguishers in common areas at the direction of the Fire Department.

CODE REQUIREMENTS

The following list of federal, state and local laws applicable to the project has been compiled by staff for the applicant's reference. Any reference to "City" pertains to the City of Costa Mesa.

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|------|--|
| Plng | <ol style="list-style-type: none">1. Development shall comply with all the requirements of Municipal Code and City Council Policy 500-05 relating to SRO developments.2. All contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.3. The location and height of walls, fences, and landscaping shall comply with Code requirements, as well as any visibility standards for traffic safety related to ingress and egress.4. All noise-generating construction activities shall be limited to 7 a.m. to 7 p.m. Monday through Friday and 9 a.m. to 6 p.m. Saturday. Noise-generating construction activities shall be <u>prohibited</u> on Sunday and the following Federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.5. Prior to the issuance of building permits, the applicant shall contact the US Postal Service with regard to location and design of mail delivery facilities. Such facilities shall be shown on the site plan, landscape plan, and/or floor plan.6. All new on-site utility services shall be installed underground.7. Installation of all new utility meters shall be performed in a manner so as to obscure the installation from view from any place on or off the property. The installation shall be in a manner acceptable to the public utility and shall be in the form of a vault, wall cabinet, or wall box under the direction of the Planning Division.8. Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.9. A detailed landscape and irrigation plan, which meet the requirements set forth in Costa Mesa Municipal Code Sections 13-101 through 13-108 and the City's Water Efficient Landscape Guidelines, 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.10. Landscaping and irrigation shall be installed in accordance with the approved plans prior to final inspection or occupancy clearance. |
| Bldg | <ol style="list-style-type: none">11. Maximum area of exterior wall openings shall be determined in accordance with the applicable provisions of California Building Code 705.8 |

- 12. Maximum allowable area of new and additions shall be determined in accordance with the applicable provisions of California Building Code sec. 506.2
- 13. Change of occupancy shall comply with the Existing Building Code.
- Trans 14. All parking stalls shall comply with the Parking Design Guidelines for commercial parking.
- 15. Provide 25' min distance from far side of drive aisle for all 90-degree parking spaces, covered or uncovered to provide adequate space for turning movements.
- 16. Provide parking stall dimensions on plan, indicate areas where a 2' overhang is required for compliance with parking stall length requirements.
- 17. Submit an off-site improvement plan showing: The construction of a commercial drive approaches per City Standards. Relocation of any utility boxes or utilities conflicting with the new drive approach. Close the southernmost drive approach with full height curb and gutter per City Standards
- Fire 18. Comply with the California Fire Code as adopted and amended by the City of Costa Mesa.

SPECIAL DISTRICT REQUIREMENTS

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

- Sani. 1. The applicant shall contact Costa Mesa Sanitary District at (949) 654-8400 for any additional district requirements
- AQMD 2. Applicant shall contact the Air Quality Management District (AQMD) at (800) 28-7664 for potential additional conditions of development or for additional permits required by AQMD.
- Water 3. Customer shall contact the Mesa Water District – Engineering Desk and submit an application and plans for project review. Customer must obtain a letter of approval and a letter of project completion from Mesa Water District.
- School 4. Pay applicable Newport Mesa Unified School District fees to the Building Division prior to issuance of building permits.
- State 5. Comply with the requirements of the California Department of Food and Agriculture (CDFA) to determine if red imported fire ants exist on the property prior to any soil movement or excavation. Call CDFA at (714) 708-1910 for information.



Across California - and especially here in Orange County and Costa Mesa - there is a shortage of rental homes affordable and available to low income households, whose incomes are at or below the poverty guideline or 50% of their area median income (AMI). Many of these households are severely cost burdened, spending more than half of their income on housing. Severely cost burdened poor households are more likely than other renters to sacrifice other necessities like healthy food and healthcare to pay the rent, and to experience unstable housing situations like evictions.

What we are proposing is to convert the Mesa Motel (46 units) located at 2205 Harbor Blvd. to a Single Room Occupancy (SRO) residential center. We believe in doing so, the single room occupancy units will provide much needed affordable living and sleeping space for the residents of Costa Mesa.

A few housekeeping items we have already taken into consideration:

- Rental Terms - SRO units may be rented on an annual basis. Monthly rental will not be allowed. The SRO unit shall be the primary residence for the tenant; All SRO units shall be rented at 50% Area Median Income (AMI) for Orange County (with the exception of the manager's unit) and/or determined by the Orange County Housing Authority Fee Schedule. The affordability requirements shall remain in perpetuity.
- The property is located within close distance to transit stops (less than 100 feet) and major employment areas directly across and/or next to the property. This includes: Kmart Plaza, At Home Store, Planet Fitness, Northgate Mercado Market, Taco Bell, McDonalds, TJ Max, Home Depot, and American Tire Depot to name a few.
- Each entry door to the SRO unit has a working privacy lock. The occupant will be able to access the unit without going through any other unit.
- Each unit is fully furnished with a bed, chair, table, television, and enclosed bathroom. A compact kitchenette will be added to each room which will include a refrigerator, preparation table, sink, and microwave.
- Each unit has an enclosed bathroom with one flushing toilet that can be used in privacy, a lavatory basin, and a fully operable bathtub/shower.
- Secure bicycle parking will be provided.
- On-site coin operated washer and dryers will be provided.
- On-site 24/7 live-in manager along with video camera monitoring of common area space and parking lot will be provided.
- Each unit has a current wall mounted Room Air Conditioner (RAC) unit and ceiling mounted exhaust fans for heating and cooling. Based on the age of the current HVAC equipment there does not appear to be a need for any equipment replacement at this time.

With Gratitude,
Dr. Nikan Khatibi
Principle, Ahura Investments LLC

MESA MOTEL SRO CONVERSION
“PROPERTY MANAGEMENT PLAN”

Property
2205 Harbor Blvd., Costa Mesa, CA 92627

Property Management / Owner
Ahura Investments LLC
29911 Niguel Road, #6429, Laguna Niguel, CA 92607

Public Agency
City of Costa Mesa
92 Fair Drive
Costa Mesa, California 92626

Dated
January 2, 2025

1. PROPERTY MANAGEMENT PLAN GOALS AND OBJECTIVES

Ahura Investments, LLC. (“Management Company”) is committed to maintaining its properties to the highest standards and enriching the lives of the people who reside in its buildings. Our services are focused on a mission of financing, building, and operating exceptional affordable housing so that the people we serve may have a dignified home, a healthy and hopeful future and attain economic independence.

The Management Company takes responsibility for coordinating maintenance and operations of the Mesa Motel Project (“Property”), a 46-unit affordable housing development for individuals (seniors, veterans, the disabled, Costa Mesa employees) in Costa Mesa, California. The Management Company will oversee all leasing, resident selection criteria, priority guidelines for the replacement units, eviction policies, community rules, security and emergency services, social services, and day-to-day management of operations. The Management Company will also work with organizations including but not limited to the United Way to support the leasing and resident selection efforts. In addition, day-to-day operation of the project will be under the direct supervision of the Property Manager who will report to the Property Supervisor.

The Management Company acknowledges that there are multiple public agencies involved in the development and operation of the Property, including the City of Costa Mesa, the County of Orange, and the various non-profits including the United Way, PATH, Healthy Living Advocates, and Mercy House to name a few.

2. BUILDING MAINTENANCE

The Management Company believes that the on-site staff is of critical importance to the success of the property, thus maintains the highest employment standards for our Management Company employees. The Management Company maintains positive and regular communication with residents and promptly completes requests and addresses complaints. The Management Company staff responds to and/or completes all resident work order requests within 24 hours of receipt.

2.1 UNIT INSPECTIONS

For all inspections, Management Company Staff must make reasonable effort to conduct the inspection in the presence of the resident. Management Company Staff must give residents at least twenty-four-hour notice of entry. If the resident is not present, the Management Company Staff must receive verbal or written permission to enter and leave a notification that they entered the unit after the inspection is completed.

- a. Move-Out Inspections: When a unit has been vacated, the Property Manager will provide the resident with an opportunity to receive a Pre-Move-Out Inspection. At this time, the Management Company Staff will inspect the unit with the resident and determine any damages to be corrected or cleaning necessary over and above normal wear and tear, which shall be charged against the security deposit. A resident may, but will not be required to, participate in this inspection. The move-out inspection form will be compared to the move-in inspection form to determine the extent of resident- caused damages.
- b. Move-In Inspections: Move-In inspections are required at the time the resident signs their lease and receives the keys. Prior to the resident moving in, the resident must initial that the unit is in

decent, safe, and sanitary condition as per program requirements. Move-In inspections establish the actual condition of the unit before the resident begins occupancy. All Move-In inspections must be conducted in the resident's presence and with Management Company Staff present. For any items indicating repair, replacement, or needing cleaning, a work order must be generated immediately. When the work order is completed, the inspection must be updated and initialed by the resident as complete.

- c. Annual Unit Inspections: All units must be inspected bi-annually by Management Company Staff. The purpose of the bi-annual unit inspection is to evaluate the physical condition of each unit. Management Company Staff may conduct unit inspections on a mass schedule or based on the Move-In date but must be according to the determined schedule. All annual inspections must be conducted in the resident's presence and with the management company staff- including the property manager and property maintenance technician present. For any items indicating repair, replacement, or needing cleaning, a work order must be generated immediately. When the work order is completed, the work order must be updated and signed by the resident as complete. Any issues found during an annual inspection must be addressed. If a repair is necessary, a work order must be issued. The resident must be notified and must authorize entry for the work order. If it is determined that the resident is responsible for the deficiency, a letter must be issued to the resident explaining the issue and notifying them of the required remedy.
- d. Pre-Move-Out Inspections: Residents giving a 30-day written notice have the right to request a Pre-Move-Out inspection to be conducted 2 weeks prior to the Move-Out date. The intent of the inspection is to provide the resident with information about any damages or deficiencies that may exist in the unit and to allow the resident to make proper repairs and avoid forfeiture of some or all of their security deposit. At the time the Management Company office staff receives the 30-day written notice, the Management Company office staff and the resident must complete the Notice of Resident Option to Conduct Initial Inspection. All Pre-Move-Out inspections must be conducted in the resident's presence and with the Management Company's Property Manager and Maintenance Technician present. The unit inspections and the inspections must be conducted in pairs.

2.2 PREVENTATIVE MAINTENANCE

Inspections will be made on the exteriors and common areas for security and preventative maintenance purposes on a weekly, monthly, and quarterly basis. In general, the Project components will be inspected as follows:

- On-site physical inspections are conducted periodically by the Property Manager. This would be augmented as needed through inspections by the Management Company's Property Supervisor;
- Mechanical equipment inspection semi-annually or as needed;
- Walk-through with contract services quarterly and as needed;
- Roof inspections in the fall of each year and as needed;
- Internal components inspected by Management Company Property Manager or Management Company Regional Property Supervisor semi-annually or as needed;
- Exterior components such as lighting, building siding, asphalt, sidewalks, roof, etc. are inspected routinely (daily, weekly or monthly) as applicable by the Management Company Property Manager and Management Company Maintenance staff or vendor and periodically by the Management Company's Property Supervisor typically in the Spring and Fall;

- Lighting and security inspections are conducted routinely by on-site personnel and off-site personnel;

2.3 BUILDING AND CUSTODIAL MAINTENANCE

Each member of the Management Company Staff must contribute to maintaining a clean property. When there is trash visible on the property, all members of the staff must pick up the trash immediately. The property and common areas must be dusted and cleaned on a daily basis. Management Company Staff is responsible for managing janitorial vendors to keep the property clean at all times. Office Staff must communicate to the Property Supervisor if the janitorial vendors are not meeting Management Company's standards.

Unit Maintenance and Preventative Maintenance will be completed by the on-site Management Company Staff. Non-Routine maintenance/repairs of items outside of the Maintenance staff skillset and ability will be completed by a third-party vendor selected by the Management Company Staff and Property Supervisor as needed.

2.4 GROUNDS MAINTENANCE/LANDSCAPING

Outside contractors will be utilized on an as-needed basis, except for grounds maintenance, which will be contracted to an outside landscaping company, and for routine garbage removal and extermination services.

2.5 SERVICE AND WORK ORDER CALL SYSTEM

The Management Company requires a Work Order Request form to be verbally requested or filled out and signed by the resident for all repairs completed in a unit. Requests can be made by telephone, in-person, online, or in writing. Management Company Staff will assess each work order based on level of criticality and will respond based on level of priority ranging from emergency (within one hour) to deferred (work completed within one month). These response times will vary based on the criticality of each assignment. Office Staff must communicate the timing with the resident within 24-48 hours. The work order form is primarily used by residents when Management Company Staff is unavailable. It identifies the service required and the preferred time of service and is a record. Emergency and urgent repairs must be completed even if no work order form is filled out. Failure to complete a written work order is not grounds for a repair not being completed.

2.6 ENERGY EFFICIENCY AND ENVIRONMENTAL IMPACT MANAGEMENT

The Property Management Company practices energy conservation at all properties.

- Energy Conservation: Thermostats, HVAC systems, lighting, and other electrical devices are inspected as routine preventative maintenance to ensure they are working efficiently.
- Water Conservation: Property Staff must fix leaks immediately, not over irrigate the landscaping and only water during late-night hours, turn off irrigation systems during rainstorms (put systems on rain delay) and continually monitor the water and plants while walking around the property.
- Resident Engagement: Management Company Staff to spend time with residents educating them on sustainability measures and environmental conservation. Resident engagement in conservation measures is critical.
- Green Education: As part of the initial move-in process, the Management Company will provide new residents with an educational flyer about the building's green features and benefits.

3. SAFETY AND SECURITY PLAN

Safety and security of the residents and property are of the utmost importance to the Property Management company. The Property has security cameras in place to help protect the residents and property along with access control systems. The Property Management Company will implement a comprehensive Safety and Security Plan along with an Emergency Response Plan (“ERP”) and perform regular emergency preparedness drills.

The Property Management Company adheres to a proactive approach concerning emergencies. The company participates in annual emergency preparedness drills such as The Great Shake-Out, Shelter in Place, and Active Shooter drills. It is vital that Management Company Staff be prepared for the variety of emergencies that may occur at any time. Office Staff are responsible for responding to all emergencies that occur on the property. This may entail ensuring that the property has appropriate emergency coverage (on-call maintenance with backup personnel). If circumstances prohibit Office Staff from temporarily taking this responsibility, they must notify the answering service to refer all emergencies to another staff member or the Property Supervisor.

3.1 EMERGENCY RESPONSE PLAN

The property Emergency Response Plan (ERP) includes the following:

1. Resident Education: All residents and staff will be trained annually on the ERP. Incoming residents will receive training on the ERP during their new resident orientation.
2. Emergency Binder: Management Company Staff must create and consistently maintain a current and accurate Emergency Preparedness Binder with an Evacuation Plan for all residents on the property. This includes utilizing maps with detailed descriptions of how to exit the building(s) in the event of an emergency. Local fire departments or the Red Cross may assist with this plan. For additional support, contact the Resident Services department or the Regional Property Supervisor.
3. Evacuation Plan: The Property Management Company requires all properties to have an evacuation plan. The evacuation plan will be specific to each building and produced with specific plans including exit areas, emergency response locations, and resident evacuation safe zones. The evacuation plan will include the egress stairways located at the building with the egress doors for exiting the building in the event of an emergency. Management Company’s designated Emergency Management Team Leader must discuss their property- specific plan with their Management Company’s staff. Management Company Staff must be familiar with the emergency evacuation plan and practice it periodically. The evacuation plan is distributed to all residents upon Move-In (updates must be distributed to current residents). Evacuation plans may also be posted on bulletin boards, in the laundry room, elevators, stairwells, and hallways, as appropriate.
4. Management Company Approach to Handling Emergencies: Only deal with the situation at hand and re-evaluate. Go above and beyond. Take care of all residents and any affected neighbors. Staff must never put themselves in harm’s way. In the event of an emergency that requires evacuation, it is important to have a plan and follow it. Below are some basic steps Management Company Staff must follow: The safety and survival of the Management Company Staff and residents are the top priorities. Call 911 for help as soon as it is safe or possible to do so. Evacuate in a safe and orderly manner to the designated evacuation area. Residents can help

one another when it does not jeopardize either person's safety. Office Staff will put forth their best effort to assist residents but must not put themselves in harm's way. If a resident refuses to leave their unit, Management Company Staff must keep moving forward with the evacuation and will inform hall monitors to do the same.

5. Following an evacuation, the Management Company Staff must do the following:
 - Utilize the Property Management Company Emergency Response System.
 - Utilize Phone Tree to contact key help (phone tree can be obtained from the Resident Services department or the Property Supervisor).
 - Gather the team and assign responsibilities. The team may include Management Company Staff, hall monitors, other residents, or other members of the community available to help. Responsibilities may include: Resident Care: Food, water, medication, first aid, contacting relatives, and booking overnight lodging. Property Care: Assessing damage and immediate necessary repairs. Take Roll Call: Is everybody accounted for? It is important to have a list of missing residents for emergency personnel. Management Company Staff must not re-enter a building after it has been evacuated to search for missing personnel. Emergency personnel will advise the Management Company Staff when it is safe to re-enter the building.
6. Resident Emergency Contacts: All resident emergency contact information must be consistently entered and maintained in the company database. This information is vital if an emergency occurs at the property. At annual recertification, Office Staff must request any updated emergency contact information and update it in the company database. Anytime that a resident notifies Office Staff of a change in their emergency contacts they must update it within 48 business hours.
7. Resident Roster or Roll Call List: If an emergency requiring evacuation occurs, the Management Company Staff must have a quick way to determine who is still in the building and their likely location. Office Staff must have an updated Resident Roster or Roll Call list. After an evacuation, it is vital that roll is taken as soon as possible so that the information on any missing individuals can be shared with emergency personnel.
8. Emergency Drills: New properties must practice their emergency evacuation drill within six months of the lease-up. Management Company Staff and hall monitors must practice their role in an evacuation drill periodically, but not less than twice a year.
9. Fire Protection:
 - Fire Monitoring: All properties must contract with a fire monitoring and protection company that services the property fire alarm systems in accordance with local, state, and federal law. Management Company Staff must ensure all required fire and life safety inspections are completed on time. The fire monitoring and protection company conducts all annual inspections of and repairs for fire/life safety systems.
 - Fire Extinguishers: Fire extinguishers must be inspected on a monthly basis as part of the preventative maintenance and safety program. Each fire extinguisher has a tag attached that must be initialed by the Management Company Staff member conducting the inspection monthly. The extinguisher must be checked for damage, that the charge arrow is in the green, that the pin is present, that the service tag is not expired, and that there are no other obvious issues including corrosion, broken pieces, or rusting on the box or extinguisher.
 - Smoke Alarms: All smoke detectors will be hard-wired. Per the California State Fire Marshal Information Bulletin 13-006, Effective July 1, 2015, all battery-operated smoke alarms must also comply with Provision (1) which shall contain a non- replaceable, non-removable

battery that is capable of powering the smoke alarm for at least 10 years. There must be smoke alarms on each floor, in each sleeping room, and in the immediate vicinity outside of the bedrooms (i.e., a hallway). Staff must upgrade smoke detectors to 10-Year batteries as they stop working and/or during unit turns. Maintenance Staff must install and maintain the detectors and may enter a unit for the purposes of installing, repairing, and testing with proper 24-hour notice.

- Carbon Monoxide Alarms: Buildings will not have an attached parking garage and will not have any appliances that utilize a fossil fuel source. (A fossil fuel is coal, kerosene, oil, wood, fuel gases, and other petroleum or hydrocarbon products that emit carbon monoxide as a byproduct of combustion.). The common area laundry room will have dryers that are natural gas-powered and there will be carbon monoxide alarms installed. Both smoke alarms/detectors and carbon monoxide devices are required to be installed in all dwellings. A combination smoke and carbon monoxide alarm/detector will satisfy both requirements. At a minimum, Carbon Monoxide devices must be installed outside each sleeping area in the unit. Maintenance Staff must install and maintain the detectors and may enter a unit for the purposes of installing, repairing, and testing with proper 24-hour notice.

3.2 ASSET PROTECTION AND SECURITY

The Management Company takes practical and prudent care to safeguard the security of each property, its residents, the resident files, and its staff members. It is essential that the residents and employees feel secure at all times and the property be protected from damage. Failure to adhere to the security requirements may result in corrective action. The Management Company Staff is the first line of defense against a security breach. Preventative measures must be taken to ensure the safety of the property, residents, and Management Company Staff. The items listed below are examples of things that must be considered in securing the property. This is not meant to be an exhaustive list. Management Company Staff must promote security in the following practices:

- a. All security devices must be properly maintained and be in constant operating order. This includes cameras, doors, locks, gates, and fences.
- b. Develop a relationship with local law enforcement and emergency response agencies.
- c. Follow all mandatory screening requirements for all residents.
- d. Walk the property daily and intermittently to look for possible weaknesses in the security of the property including, but not limited to malfunctioning gates, burnt lights, and possible outside access points.
- e. Universally enforce the lease and rental agreement, house, and ground rules, and the addendum for housing that is smoke-free and drug-free (other than properly prescribed medication).
- f. Note and correct general conditions such as rust on fences that could cause compromise to the structure's integrity.
- g. Look for evidence of forced entry, document with photos and/or video, and immediately correct.
- h. Maintain proper and adequate lighting and ensure the absence of dark areas around the property. Not only does adequate lighting look nice, but it also serves as a deterrent against crime. Management Company Staff must replace all non-functioning lighting immediately. Install lighting systems in unusually dark areas. The company also requires trees and shrubs to be trimmed to remove potential hiding places.
- i. Look for evidence of loitering in dark areas and stairwells. Such evidence might be trash, cups, and cigarette butts, or drug paraphernalia.

- j. Look for unauthorized vehicles surrounding the building.
- k. Re-key locks and re-code remote controls.
- l. Ensure all Security Cameras are working.
- m. Maintain fences in good condition (not cut or broken, no damage or abnormalities).
- n. Ensure gates and locks properly operate to ensure adequate security.
- o. Office Staff are required to record security breaches on an incident report form. Incident report forms must be sent to the Property Supervisor immediately following completion.
- p. Office Security: The management office must be secured when not occupied. Computers, electric equipment, security DVR systems, rent checks, resident files, and all other office valuables must be secured by the Office Staff even if the absence is intended for a short time.
- q. Property Safety: Management Company Staff are responsible for identifying and correcting most small hazardous conditions. Where correction is beyond their expertise or expense authorization level, Management Company staff must contact the Property Supervisor.
- r. During daily property inspections and walks of the Property Management Company staff, at a minimum, must look for: Trip hazards, Fire hazards, Slip hazards such as slick wet surfaces, Flood hazards, Damaged benches, Obstructions, Lighting and dark areas, Nonfunctioning security devices, Parking hazards

4. UTILITIES

The following utilities will be available at the property:

- Water: The provider will be Costa Mesa Water District and the water fees for the common areas and units will be paid for by the owner.
- Electricity: The provider will be Southern California Edison and the electricity fees for the common areas of the property will be paid for by the owner. In-unit electricity expenses will be paid for by the owner directly to the utility provider.
- Trash: The provider will be Waste Management and the trash fees for the property will be paid for by the owner.
- Sewer: The provider will be Costa Mesa Sanitary District and the sewage fees for the property will be paid for by the owner.

5. PROPERTY MANAGEMENT PRACTICES, POLICIES & PROCEDURES LEASE ENFORCEMENT PROCESSES:

5.1 LEASE ENFORCEMENT PROCESSES:

Lease and rules violations will be addressed by the Property Management Staff in partnership with the onsite Service Provider utilizing a 4-Step Housing Retention Action Plan (“HRAP”) as outlined below.

5.2 OCCUPANCY GUIDELINES

The Project has adopted standards for the number of persons initially permitted to occupy units. These standards conform to Owner's and/or regulatory guidelines. These standards shall be used at initial occupancy. Following are the unit size assignment standards subject to the clarifications and considerations indicated below:

Unit Size - Studio

Minimum # of Persons - 1

Maximum # of Persons - 2**

[**reasonable accommodation requests may be considered when determining occupancy. Double occupancy will not exceed 10% of all units]

If and when the household is “over-housed” (under-occupied), i.e., too few people for the unit, the household will be required to move to the next available appropriate sized unit. If the household is “under-housed” (over-crowded), the household will be required to move to the next available appropriate-sized unit. If no applicable unit size is available, for the household size, the household may be required to move, if required or allowed by regulation and law.

5.3 FOUR-STEP HOUSING RETENTION ACTION PLAN

We understand that many of our residents have multiple barriers and may have been unsuccessful in other housing environments. During their residency, we may expect some residents to exhibit behaviors that can jeopardize their housing stability.

The Four-Step Housing Retention Action Plan (“HRAP”) below serves as a tool for the service provider and property manager to work collaboratively to promote housing success for our residents. Through clearly detailing property management and supportive services roles, this housing team aims to build trust, safety, and transparency, with clear expectations for how lease violations and behavior issues will be addressed by all parties. This plan has been developed and adapted through years of experience within the supportive housing community context.

Furthermore, we believe that housing retention plans can and will empower residents to live independently within a supportive framework, building efficacy when implementing skills that promote housing stability. The following four-step plan is designed with this in mind, in order to reduce housing displacement and promote housing retention.

**** Step One ****

Resident concern/issue is noted: example; potential lease violation, display of atypical behavior (ex. late rental payment, personality changes, etc.)

Property Manager:

1. Notifies Supportive Services of concern by emailing a referral which details the concern(s) and bringing it to their joint weekly meeting. Be sure to include important dates and history and/or bring file to meeting, so next steps can be discussed.
2. Include notes in resident’s file.
3. If rent payment, issue Pay or Quit notice by the 7th of the month.
4. Non-rent issue courtesy notice may be sent to resident.

Supportive Services:

1. Follows up with conversation, one-on-one
2. Assesses for ongoing challenges to follow rules.
3. Identifies supports to meet expectations
4. Reviews lease terms.
5. Coordinates between service providers (such as VASH, DHS, DMH) as needed

**** Step Two ****

Resident concern/issue continues: a reasonable period passes (typically 30 days) with no change in the same behavior/problem. Rent remains unpaid, neighbor issues have not been resolved, or a clear lease violation has occurred.

Property Manager:

1. Notifies SS of violation/concern, discusses with SS next step. Be sure to include important dates and history of same violation if applicable
2. If written lease violation is agreed upon, PM will issue it within 2 business days
3. PM will email SS a copy of violation before/at same time it is served

Supportive Services:

1. File notice in Housing file section
2. Meet with resident one on one
3. Verbally create housing retention plan
4. Explore situational factors and assess barriers
5. Identify community resources
6. Connect to necessary supports to follow lease

**** Step Three ****

Resident concern/issue progresses: the resident issue remains unresolved. If there has been an agreed upon designated period for correction, that time has passed. In cases where resident or staff safety is at risk, plans may immediately escalate to a step 3.

Property Manager:

1. Issues (3/30)-Day Notice Cure or Quit within 48 hours of agreement with SS (usually at standing meeting)
2. Notifies SS with electronic CC: of notice
3. Coordinates meeting with resident and SS
4. PM reviews and signs resident's proposed Housing Retention Plan during retention meeting with resident, PM and SS

Supportive Services:

1. Creates a document plan with the resident with date to review intended plan, results, and end of plan date. (note: will create updates as needed, upon plan review date)
2. Identifies barrier and 3 support items
3. Bring plan to meeting with resident and SS
4. Set regular meetings to support plan details

**** Step Four ****

Resident concern/issue continues: The period designated by the Housing Retention Plan has passed and there has been no reasonable update in the concern.

Property Manager:

1. PM discusses next step with SS
2. PM issues 30 or 60-day notice to quit
3. Notifies SS through electronic copy of notice
4. If resident elects to leave in designated time frame, will stop any formal eviction proceedings

Supportive Services:

1. Responds in the designated time frame
2. Looks for community resources and supports
3. Connects to legal supports if resident wants to fight eviction
4. Explores resident's housing options
5. Identifies alternative housing
6. Assists resident with relinquishing to avoid eviction
7. Problem solves potential issues to obtaining apartment (budgeting, etc.)

5.4 RENT COLLECTION PROCESSES

- **Collecting Rent:** Office Staff must deposit by way of scanning all rent receipts each day they are received. Office Staff may not hold checks that are valid (dated the day received) overnight and must make every attempt to deposit all rent and security deposit checks the day they are received. The security deposit is typically equal to one month's rent and is collected at the time the lease is signed and shall be deposited into a separate account.
- **Security Deposit:** The Security Deposit Account may be a separate interest-bearing account (at the Owner's direction), which is FDIC insured. The interest on the security deposits will be distributed according to the Owner's directives and applicable law, if any. At the time a resident vacates the unit, a move-out inspection will be conducted with the resident, where possible. All items needing cleaning or repair plus the charges or estimated charges for each will be determined at the time of inspection. Both the Property Manager and the vacating resident will sign the inspection form. The final closing statement and refund of security deposit, less any charges for rent, fees, damage, etc. (excluding normal wear and tear) will be prepared for each vacating resident itemizing any charges to be made against the security deposit and forwarded to each vacating resident within 21 days of their vacating.
- **Rent Check, Cashier Check, or Money Order Theft:** Properties must have a secure location to accept rent checks. Secure means behind a locked door, in a locked drawer.
- **Payment Accepted:** Office Staff are prohibited from accepting cash as rent payment. Residents may pay their rent in the form of a check, cashier's check, or money order made payable to the designated entity. Office Staff cannot accept any rental amounts other than the actual resident's rent. If a resident brings Office Staff an incorrect check, cashier's check, or money order, Office Staff must return the payment to the resident with a written explanation.
- **Second-party checks** may be accepted as rent payment with proper documentation to management stating no tenancy will be created by its acceptance. Second-party checks are payments someone other than the resident submits as rent on behalf of the resident.
- **Third-party checks** cannot be accepted as rent payment (except as noted in subparagraph below). Third-party checks are checks made payable to the resident by someone else. The resident then requests to endorse the check over to the property as a rent payment.

- **Third-Party Rent Payment Exception: Non-Profit Rent Payment Assistance:** The only exception to the Third-Party rent payment policy is for residents who are receiving financial support from a non-profit agency on a one-time or reoccurring basis. Third-party checks may be accepted with a declaration that the payment does not constitute or initiate tenancy.
- **Timing of Rent Collection:** Rent is delinquent if not paid by the close of business on the fifth (5th) of each month. Delinquency dates may vary only if the fifth day of the month falls on a weekend or holiday (or if other delinquency periods are required by the property regulatory agreement). In such cases, the delinquency date moves to the next business day. See the property lease for late fee information. Pre-payments for rent are allowed.

5.5 RENT INCREASES

Rent may be increased annually or as allowed by law or regulation, including as permitted by the Regulatory Agreement with the City of Costa Mesa. Management Agent will submit request to Owner for approval of increase. If approved, Agent will submit a 30-day or 60-day notice of rent change to resident, depending on program type and regulation to tenant.

5.6 REASONABLE ACCOMMODATIONS/MODIFICATIONS

The Management Company follows state and federal laws, which require housing providers to make or allow changes to either a unit, the common areas, or to community rules, policies, and procedures if such changes may be necessary to enable a person with a disability an equal opportunity to use and enjoy the housing.

If the need is not otherwise obvious, a resident requiring such a change must make a verbal or written request with management company staff. When written, they must complete the Reasonable Accommodation/Modification Request Form which is the first step in our interactive process; when requested verbally; the management office staff will complete the form on the resident's behalf. Management Company Staff will then send the form to a third party to verify the resident's disability and their need for accommodation or modification. Assuming the third party confirms the need for the modification or accommodation, the resident will be notified. If the third party does not confirm the need the interactive process will continue until a decision is reached. If the accommodation request is denied due to physical, legal, or financial feasibility, the resident will be notified in writing.

For Reasonable Accommodations for applicants, please review the Tenant Selection Plan.

5.7 BEHAVIORAL POLICIES

Certain acts are considered to be contrary to the safety, well-being, peace, and enjoyment of the other Residents of the Property. These include, but are not limited to, the use, possession, manufacturing, or sale of illegal drugs or controlled substances and the carrying or exhibiting of firearms or other lethal weapons on the Property. Such acts are prohibited.

The resident, any member of the Resident's household, or a guest or other person under the resident's control shall not engage in acts of harassment, violence, or threats of violence, including, but not limited to, the unlawful discharge of firearms on or near the project premises. The carrying or exhibiting of firearms on the Property are strictly prohibited.

The resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in or permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, on or near project premises. "Drug- related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Controlled Substances Act (CSA), 21 U.S.C., Chapter 13, Section 801 and Section 802). This includes the use, possession, and/or cultivation of all forms of marijuana, including cultivation of marijuana plants. The use, possession, and/or cultivation of marijuana, including cultivation of marijuana plants, is illegal under federal law even if it is permitted under state law. Per Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), P.L. 105- 276 (October 21, 1998), 42 W.D.C Section 13662, federally assisted housing providers are required to deny admission to anyone who is illegally using a controlled substance and allows Landlords of federally assisted housing to terminate the tenancy of anyone who is illegally using a controlled substance or whose illegal use is determined by the Landlord to interfere with the health, safety, or right of peaceful enjoyment of the premises by other residents. Resident or members of the household will not engage in the manufacture, sale, or distribution of any and all illegal drugs at any location, whether on or near the project premises or otherwise.

Resident units are smoke-free. All areas of the community are smoke-free with the exception of designated smoking areas. Residents, resident guests, staff, visitors, or any other person shall not smoke in the smoke-free areas to include but not limited to the entire area of the buildings including units, patios, balconies, halls, elevators, stairs, offices, community rooms, tot lots, laundry rooms, and parking lots. Designated smoking areas will be located outside on the common grounds and will be identified by "Designated Smoking Area" signs. These will be the only areas where smoking will be allowed within the community. Designated smoking areas will be covered areas with seating such as a gazebo that are at least 25 feet away from the entrance to buildings, doorways, or operable windows. The Smoking Policy promotes a smoke-free environment within the community, while permitting smoking in designated areas only. The No Smoking Rule applies to all areas except the designated smoking areas.

Violation of the above provisions of the property's drug-free, smoke-free and crime-free housing policy shall be a material violation of the house and ground rules and failure to comply with the house and ground rules is a violation of the lease, which may lead to the termination of tenancy pursuant the termination provision of the property lease. The Resident Smoking Policy addresses smoking for households residing in the project. While smoking will be prohibited on the property, this policy permits smoking for residents in designated areas. The Management Company and Lead Service Provider support the goal of achieving a smoke-free environment and promotes healthy lifestyles. Households will be provided supportive services and to support these goals and encouraged to connect to smoking cessation programs and other applicable life skills and treatment programs. By permitting smoking in designated areas only, the policy mitigates the following risks:

- Smoking increases the risk of fire
- Smoking is likely to damage the resident's premises
- Adverse health effects of secondhand smoke
- Secondhand smoke is likely to drift from one apartment to another
- The increased maintenance and cleaning costs associated with smoking

Definition of smoking: smoking includes inhaling, exhaling, breathing, carrying, or possession of any lighted cigarette, cigar, and pipe, other products containing any amount of tobacco, nicotine, or other similar product in any manner or in any form.

5.8 GRIEVANCE PROCEDURE

Should a resident have a complaint of any nature concerning her/his dwelling unit, other resident(s), or other housing-related issues, and the issue is not resolved in a satisfactory manner, the resident may engage in the Grievance Procedure provided to the resident at lease signing. The process provides detailed information on the specific steps a resident may take in order to address in hopes to resolve the issue. These steps include a timeline for residents to receive responses to grievances, how to request a formal hearing and request form, documentation requirements and participants in each step of the process.

“Grievance” is defined as any dispute with respect to Management action or failure to act in accordance with lease requirements, or any Management action or failure to act involving the interpretation of the application of Management regulations, policies, or procedures which adversely affects the rights, duties, welfare or status of the complainant.

It is the policy of Management that all residents’ grievances be given complete and objective consideration. Since, on rare occasions, this may require reference of a problem to higher levels of authority; this procedure has been adopted to assure that opportunity for full “due process” is given to all residents.

This procedure applies to both applicants and residents of the Mesa Motel project. All residents are encouraged to use it without concern that it will reflect on their status as a resident. Day-to-day contact and earnest communication between the manager and the residents is the most successful way to avoid misunderstandings and develop mutual respect. (See attached Grievance Procedure)

5.9 RESPONSIBILITY/GOVERNANCE

Property management and/or designee is responsible for ensuring the policies and procedures contained herein are implemented, monitored, and regularly reviewed.

5.10 PET POLICY

Pets shall not be allowed on the premises, except as approved by the Owner or required by law or local ordinance. A certified service animal or companion animal is not considered a "pet" and the resident requiring such animal shall be required to execute a service animal agreement describing the responsibilities of the resident.

5.11 LIVE-IN ATTENDANT

In the event that a resident requires the services of a live-in attendant, the above occupancy standards shall still apply. Prior to the attendant moving in the resident's physician or other qualified person shall document the need for a live-in attendant. Any income received by the attendant shall not be considered in evaluating the rent to be charged to the household. The attendant is subject to a criminal background check. The attendant shall not be considered a resident of the Project and has no residual rights to the unit if the resident no longer resides in the unit. The attendant shall be considered a guest of the resident

household, and the head of household shall be required to ensure that the attendant abides by all terms and conditions of the Lease or Rental Agreement. The live-in attendant must sign the House Rules and execute a Live-in-Attendant agreement.

5.12 FORMS AND AGREEMENTS

With the approval of the Owner and Lenders, the Management Agent will develop leases or rental agreements, house rules, application forms and such documentation as may be necessary to facilitate the selection and admission of residents into the Project according to any Marketing Plan and/or CES]

5.13 TENANT FILE MANAGEMENT

Resident information will be maintained in the property management software and safeguarded with passwords that are changed on a regular basis to protect resident information and privacy. All resident files are maintained in a fire safe, locked cabinet at the property.

5.14 GUEST POLICY

Visitors and guests are required to sign in with office staff or a security guard when the office is closed. A tenant cannot have a guest stay overnight in excess of 10 nights per year. Guests must also provide their license plate to the office staff or security. Guest parking cannot exceed 24 consecutive hours.

5.15 SITE ACCESS AND PARKING

The property has a wrought iron fence around its perimeter. Tenants have a key that allows access through the vehicular entrance. Tenant shall register their car with the office in order to get a parking permit. Spots are assigned.

5.16 VIDEO CAMERA MONITORING

Security cameras are in place to monitor the entrance, dumpsters, laundry rooms, lobby, and office.

5.17 TENANT AMENITIES

The property consists of the following amenities: one laundry rooms, courtyard, and bike racks.

6. PROPERTY MANAGEMENT STAFFING PLAN

6.1 STAFFING PLAN

The Management Company shall hire, train, pay, and supervise all personnel, including independent contractors. The management team will consist of:

- One (1) full-time, on-site Property Manager will be responsible for coordinating repair and maintenance of the building, the collection of rents, ensuring occupancy and compliance with various regulatory agencies, and providing support to the residents by maintaining records and files, maintaining information and referral resources, and collaborating with Resident Services to organize resident meetings and social events.
- One (1) Full-time, Maintenance Lead Technician, will be responsible for the oversight of day-to-day maintenance of the property. The maintenance technician will report to the property manager and will be responsible for the cleaning and repair of the property.

- Management Company Supervisor will oversee the Property Manager and coordinate issues and concerns among an array of similar facilities. This individual is responsible for the training of the Property Manager. This individual is available in case of any emergency and routinely visits the site to ensure the property is appropriately maintained and the Property Manager is fulfilling his/her responsibilities.

All hiring of on-site personnel shall conform to Equal Employment Opportunity guidelines without regard to race, religion, color, national origin, or sex. Leveraging the workforce programs for families with the Lead Service Provider and other local service providers, the Management Company shall make every effort to hire local vendors and employees when possible. Special efforts will be made to provide information regarding job openings to ensure affirmative outreach. This includes outreach to community organizations, newspapers, and other communications media. All hiring materials will indicate that the Management Company is an Equal Opportunity Employer. The Lead Service Provider will be responsible for hiring its social service staff and will conform to Equal Employment Opportunity guidelines.

6.2 TRAINING

Specific training in policies and procedures of the Regulatory Agencies will be provided to the Property Manager to ensure Project conformity to program requirements.

The Property Manager becomes knowledgeable through training and ongoing property management. As the budget permits, the Property Manager will be required to participate in relevant training conducted by professional agencies and organizations to assure understanding of the occupancy requirements of the Project. Property Manager holds periodic training sessions of a general nature for all employees off-site as well as specific on-site sessions tailored to the needs of individual Projects. In addition to such site-specific training, additional monthly, quarterly and annual training includes, but is not necessarily limited to, Fair Housing and non-discrimination.

It is Property Manager's policy to promote from within when possible. Employees are reviewed for potential promotion when positions become available. Property Manager's job opportunities are posted on various websites and job boards.

If required by regulation, Property Manager will make reasonable efforts to hire eligible residents for available positions at the project, whereas a qualified applicant is found, and whereas their employment at the property does not pose a potential or actual conflict of interest or provide access to proprietary resident information that should be beyond the view or manipulation of the resident employee.

6.3 EMPLOYEE BENEFITS

Sick time and benefits will be afforded to all employees working at the property in accordance with California labor regulations.

6.4 EMPLOYEE GRIEVANCE PROCEDURES

The Regional Manager assigned to the Project regularly visits the Project at which time problems can be discussed. If this is not satisfactory to an employee, the employee may contact the Vice President of Property Management or an officer of Agent.

6.5 EMPLOYEE TERMINATION PROCEDURES

Demotion, layoff, or termination shall be determined on a non-discriminatory basis. When an employee's performance is substandard, the employee shall be notified in writing. Every effort will be made to work closely with an employee to provide additional training if this is deemed appropriate. If their performance continues to be substandard, the employee will be placed on probation, and/or terminated.

7. TARGET POPULATION, PREFERENCES, REFERRALS, RENTAL RATES

7.1 Mesa Motel Property is intended to serve qualified low-income individuals and households in need of affordable housing. Preference will be set aside for individuals and households living and/or working in the City of Costa Mesa, Veterans, the Elderly, and individuals with disabilities.

Marketing will be consistent with HUD and Orange County Fair Housing Marketing standards. Property Management will market the units through a variety of methods to ensure populations who are least likely to apply will be notified of availability. Advertising shall include use of newspaper and online advertisements, social networking sites, and notification of availability of rental units to public and private agencies. Advertising material will be prepared in languages appropriate to the ethnic groups in the area. Advertising will include a statement regarding the policy of compliance with all Federal, state, and local fair housing laws and policies.

All qualified referred applications will be verified and approved by the Management Agent.

7.2 Rental Terms - SRO units may be rented on an annual basis. Monthly rental will not be allowed. The SRO unit shall be the primary residence for the tenant; All SRO units shall be rented at 50% Area Median Income (AMI) for Orange County (with the exception of the manager's unit) and/or determined by the Orange County Housing Authority Fee Schedule. The affordability requirements shall remain in perpetuity.

8. RESIDENT SELECTION, INCOME ELIGIBILITY AND CERTIFICATIONS

8.1 RESIDENT SELECTION

The Property Manager will be charged with the responsibility for screening residents referred to the Property. The Property Manager will be properly trained in resident eligibility requirements. In compliance with the Regulatory Agreements, only applicants that meet all eligibility requirements will be selected to occupy restricted units. Any applicable income limits or restrictions will be made available to the public upon request and/or in accordance with any and all regulatory guidelines. Applications and other records pertinent to a resident's continued eligibility will be kept on file in accordance with any and all Regulatory guidelines.

The Property Manager or other management personnel will not discriminate or give preferential treatment to any applicant or resident. Selection criteria must comply with eligibility requirements set forth by all program guidelines, included, but not limited to those of CalFHA.

The Management Company will utilize the low-barrier tenant selection process that is consistent with Housing First guidelines to ensure that the hardest to service populations have access to housing

opportunities. Management will take a holistic view when determining selection criteria for the Property. As such, negative credit, past criminal history, or lack of landlord references, or behaviors that indicate a lack of “housing readiness”, may not be taken into consideration to determine eligibility unless information revealed suggests that the applicant may pose a threat to the health and safety of other residents, guests, staff or vendors or to the property.

8.2 INITIAL INCOME ELIGIBILITY

The Property Manager will be responsible for determining income eligibility of each applicable household in the Project via third-party verification of all income and assets as programmatically required. Households whose gross annual income exceeds programmatically required income limits will be considered “over-income” and will not be considered income-eligible for units subject to any regulatory restrictions and/or guidelines.

8.3 RECERTIFICATION

A re-determination of eligibility (recertification) shall be made by the Management Company at least once a year. Information required to be furnished by Resident for such determination includes, but is not limited to, income and asset verification and names and ages of household members. Resident agrees via the lease that all information provided to Landlord shall be true, complete, and correct to the best of his/her knowledge. Failure to provide eligibility information, or providing false or misleading information, may result in the termination of his/her occupancy.

The Property Manager will maintain a “tickler file” for any applicable annual recertifications to ensure that processing is completed in a timely manner. Recertifications will also be performed by CalHFA as the subsidy provider. If, upon recertification, the resident's household income either increases or exceeds the project's applicable income limits as programmatically determined, the tenant portion of the rent will be adjusted accordingly and a lease addendum executed. All income regulations including over-income guidelines are included in the lease for recertification purposes. If a resident is determined to be no longer eligible for the program and regulation and law requires and allows the resident to vacate the unit, the owner will be notified and proper notice will be given based on applicable laws and regulation.

8.4 CONFIDENTIALITY

The Management Company shall maintain strict confidentiality when determining eligibility or during residency. Income information, programmatic compliance, and other confidential information will only be shared with appropriate agencies after applicant/resident consent is provided.

9. SUPPORTIVE SERVICES & RESIDENTIAL COORDINATION PLAN

The Management Company will collaborate with the resident services staff and Case Managers in an effort to improve the quality of life for residents and promote housing retention. To this end, the Management Company will communicate tenant issues such as late rent payments, behavioral issues, safety issues, etc. to the resident service staff and Case Managers in real-time and through direct written referral, regular meetings (weekly or biweekly or as needed) so that services staff can apply clinical interventions, connect to resources, and/or provide residential support as needed.

This integration between property management and supportive services is a critical component of our model for successful community building. The housing provided at the Property addresses the need for

service-enriched, affordable housing. The services provided by our lead service provider focus on long-term healing, wellness, and economic independence.

9.1 LEAD SERVICE PROVIDER

The lead supportive service provider in the building will be the in-house supportive service provider primarily dedicated to low-income populations, including homeless and at-risk individuals and families.

9.2 HOUSING FIRST PHILOSOPHY

The Management company and Lead Service Provider integrates the Housing First model within its projects, which ensures low barriers for admission and not having preconditions for entry - meaning there are no requirements for sobriety time, for having an income, for service participation/treatment, etc. The Management Company and Lead Service Provider are skilled in engaging residents, to include those who are vulnerable, and ensures comprehensive services are offered so that the model is not “Housing Only”. Participation in services is continually offered and abstinence or harm reduction will be encouraged. Appropriate clinical interventions are utilized to address any issues that may jeopardize their housing.

9.3 COMMUNITY COLLABORATION

To ensure community collaboration and access to resources, the Management Company and Lead Service Provider will work with the City of Costa Mesa, the County of Orange, and the OCRC. For the Lead Service Provider, it is not only about asking the community to help, it is about ensuring the Lead Service Provider contributes to the communities in which the agency is located and to the solutions that will address poverty, meet housing needs, and end homelessness. The Lead Service Provider will collaborate with community partners to both engage residents in need of housing provided by this project and leverage resources to provide services.

The Property Manager and Lead Service Provider will collaborate to determine the appropriate schedule of services and activities for resident’s needs. While each resident will be encouraged to have a case management plan, HUD rules and Housing First practices prohibit denial of housing to individuals who do not participate in services. The Lead Service Provider and, if applicable, other leveraged staff, will collaborate to offer services and other activities to encourage all to engage in the therapeutic community environment.

If additional support is needed beyond the schedule of the Case Managers, then the Lead Service Provider will provide secondary case management services for emergencies or after- hours issues through the Lead Service Provider on-site or on-call staff. All residents will have a phone number for 24/7 response in case of crisis or decompensation.

9.4 RESIDENT RETENTION

For residents who exhibit behaviors that can jeopardize their housing stability, The Management Company and Lead Service Provider will work collaboratively to support the resident in retaining housing. The Housing Retention Action Plan described above is a tool that sets clear expectations and details the role of each party for addressing lease violations and behavior issues. Furthermore, a tenant-specific Retention Plan outlining the factors jeopardizing housing retention, strengths and resources to support the tenant, and action steps may also be created with the resident.

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SINGLE ROOM OCCUPANCY (SRO) UNITS/ EFFICIENCY UNIT DEVELOPMENTS	500-05	9.1.91 REVISED 08.31.21	1 of 4

BACKGROUND

Title 13 of the Costa Mesa Municipal Code (CMMC) establishes what uses are allowed by right and with conditional use permits in various zones. Single Room Occupancy (SRO) residential hotels/Efficiency Unit Developments are not mentioned in the Code. The City can decide what similar uses can be considered with a conditional use permit in the commercial zones.

PURPOSE

It is the purpose of this policy to:

Allow SRO residential hotels/Efficiency Unit Developments to be considered with a conditional use permit in all commercial zones where hotels are allowed with a conditional use permit.

Establish guidelines to assist the City in the future review of SRO/Efficiency Unit Developments proposals.

Provide the means for establishing housing available to citizens of Costa Mesa within the low and very low income segments of the population recognizing that there is a portion of the labor force within the business community that is these lower income levels. Traditional housing in Costa Mesa is simply not affordable to this segment. SROs/Efficiency Unit Developments should provide a new source of housing for this segment of the employment population of Costa Mesa.

POLICY

1. Process

SRO residential hotels/Efficiency Units may be considered with a conditional use permit in any zone where hotels are allowed.

Proposed SRO/Efficiency Unit Developments will require approval by the Planning Commission and may first require a pre-application screening before Planning Commission to allow initial feedback to be incorporated into the Applicant’s submittal.

2. Location

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SINGLE ROOM OCCUPANCY (SRO) UNITS/ EFFICIENCY UNIT DEVELOPMENTS	500-05	9.1.91 REVISED 08.31.21	2 of 4

SRO residential hotels/Efficiency Unit developments shall be located within proximity (1,000 ft.) to transit stops or within proximity to major employment areas. Ideally, SROs/Efficiency Unit developments shall also be located within proximity to grocery stores, retail stores, and services.

3. Room Sizes and Occupancy Limits

The following limits shall apply to new SRO developments.

Minimum size for single occupancy	175 sq.ft.
Minimum size for double occupancy	220 sq.ft.
Maximum size	450 sq.ft.
Maximum percent double occupancy	10%

Average unit size shall not exceed 300 sq.ft. The maximum unit size of 450 sq.ft. should only be considered for conversion projects or SROs designed exclusively for senior citizens.

4. Unit Requirements

Each unit shall have a kitchen or kitchenette and fully enclosed bathroom.

5. Parking

SRO hotels/Efficiency Unit developments shall be parked at 0.5 space per single occupancy guest room. Parking shall increase to a minimum of 0.8 space per unit for single occupancy guest rooms that are larger than the minimum room size standard. Parking shall be further increased to 1 space per unit for any rooms that are at the maximum size limit, unless the units are restricted to senior citizens. Double occupancy units shall have double the parking requirement of single occupancy rooms based on the preceding formula.

Secure bicycle parking shall also be provided.

6. Management and Security

A complete management plan shall be submitted with each project. The plan shall address day to-day operations and management of the project including: tenant selection and income/rent verification and reporting procedures; property maintenance standards and repairs, property improvements and maintenance schedules; insurance requirements; tenant

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

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SINGLE ROOM OCCUPANCY (SRO) UNITS/ EFFICIENCY UNIT DEVELOPMENTS	500-05	9.1.91 REVISED 08.31.21	3 of 4

services or amenities; access control and security, and project staffing including a 24-hour live-in manager, desk clerk, security, and janitorial service/maintenance staff. The plan shall discuss both internal and exterior security including controlled entry and exit, guest sign-in and regulations for guests, and video camera monitoring of common use areas including parking and open space.

7. Rental Term

SRO rooms/Efficiency units may be rented on a monthly or annual basis. The SRO room/Efficiency unit shall be the primary residence for the tenant.

8. Rental Rates

All SRO/Efficiency units shall be rented at 50% Area Median Income (AMI) for Orange County or lower (with the exception of the manager’s unit). Affordability requirements may be established on a case-by-case basis through the Conditional Use Permit process and as documented in a form approved by the City Attorney. The affordability requirements shall remain in perpetuity.

9. Common Areas

Common areas shall be provided as follows:

400 sq.ft. minimum.

If the project exceeds 30 units, the common areas shall be increased by 10 sq.ft. per unit above 30 units. The common area shall be divided between interior and exterior areas with neither having less than 40% of the total.

10. Storage Areas

Each unit shall be provided with a closet and/or storage area of at least 40 cu.ft. and a locker of at least 10 cu.ft. shall be provided for each unit.

11. Transient Occupancy Tax

**CITY OF COSTA MESA, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
SINGLE ROOM OCCUPANCY (SRO) UNITS/ EFFICIENCY UNIT DEVELOPMENTS	500-05	9.1.91 REVISED 08.31.21	4 of 4

SROs/Efficiency units processed in accordance with this policy shall be exempt from the City's Transient Occupancy Tax.

12. Laundry Facilities

Laundry facilities (coin operated washers and dryers) shall be provided near the common indoor open space area.

13. Additional Standards

The applicable provisions of the California Construction and Fire Codes as adopted by CMMC Titles 5 and 7 shall apply to SROs/Efficiency units.

SRO Conversion

2205 Harbor Boulevard, Costa Mesa, CA 92627



PROJECT DATA

- APPLICABLE CODES:**
- 2022 California Administrative Code (CAC) Part 1, Title 24, California Code of Regulations (CCR)
 - 2022 California Building Code (CBC) Part 2, Title 24, CCR
 - 2022 California Electrical Code (CEC) Part 3, Title 24, CCR
 - 2022 California Fire Code (CFC) Part 4, Title 24, CCR
 - 2022 California Fire Code (CFC) Part 9, Title 24, CFC based on the IFC 2018
 - 2022 California Existing Building Code (CEBC) Part 10, Title 24, CCR
 - 2022 California Green Building Standards Code (CALGreen) Part 11, Title 24, CCR
 - 2022 California Referenced Standards Code (CRSC) Part 12, Title 24, CCR

BUILDING SHELL DATA:

BUILDING TYPE: V-A (NON-SPRINKLED)
 BUILDING AREA: 28,286 SF (TOTAL)
 STORIES: 2-STORIES
 -1st FLOOR: 7,338 SF
 -2nd FLOOR: 7,463 SF
 APN: 422-193-24

OCCUPANCY: RESIDENTIAL GROUP R-2

DOUBLE OCCUPANCY UNITS:

1st FLOOR:	UNIT 01 UNIT 02 UNIT 08
2nd FLOOR:	UNIT 46

SCOPE OF WORK:
 MOTEL CONVERSION TO 42 SINGLE OCCUPANCY, 4 DOUBLE OCCUPANCY AND 1 MANAGER'S UNIT FOR A TOTAL OF 47 UNITS, FURNISHED WITH KITCHENETTE WITH APPLIANCES AND FULLY ENCLOSED BATHROOMS

PROJECT TEAM

OWNER
 Ahura Investments LLC
 29911 Niguel Road, Suite 6429
 Laguna Niguel, CA 92607

LANDSCAPE ARCHITECT
 RLA
 8841 Research Drive
 Irvine, CA 92618

ARCHITECT
 MSA
 2646 Dupont Drive, Suite 60-320
 Irvine, California 92612

CIVIL ENGINEER
 Hunsaker & Associates Irvine, Inc.
 3 Hughes
 Irvine, CA 92618

Contact: Name, number, email for each role.

SHEET INDEX

- ARCHITECTURAL**
- A-0.0 COVER / SITE PLAN
 - AD-1.0 OVERALL SITE PLAN (DEMOLITION)
 - AD-2.1 1st FLOOR PLAN (DEMOLITION)
 - AD-2.1A 1st FLOOR PLAN - AREA A
 - AD-2.1B 1st FLOOR PLAN - AREA B
 - AD-2.1C 1st FLOOR PLAN - ANNEX
 - AD-2.2 2nd FLOOR PLAN (DEMOLITION)
 - AD-2.2A 2nd FLOOR PLAN - AREA A
 - AD-2.2B 2nd FLOOR PLAN - AREA B
 - AD-2.2C 2nd FLOOR PLAN - ANNEX
 - AE-1.0 OVERALL SITE PLAN (RENOVATION)
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 - AE-2.1A 1st FLOOR PLAN - AREA A
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 - AE-2.2 2nd FLOOR PLAN (RENOVATION)
 - AE-2.2A 2nd FLOOR PLAN - AREA A
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 - AE-2.2C 2nd FLOOR PLAN - ANNEX
 - A-4.3 TYP. TOILET RM. ELEVATIONS
- CIVIL**
- SHEET 1 OF 1 CONCEPTUAL SITE PLAN
- LANDSCAPE**
- L 1.1 PRELIMINARY LANDSCAPE PLAN
 - L 2.1 PLANT MATERIAL IMAGERY

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 2205 Harbor Boulevard, Costa Mesa, CA 92627

PLAN ISSUE DATES

Rev. No.	Date	Description
1	01.08.2025	Plan Backcheck
2	03.04.2025	Plan Backcheck #2
3	04.01.2025	Planning Comment

AGENCY APPROVAL

PLAN CHECK NO.

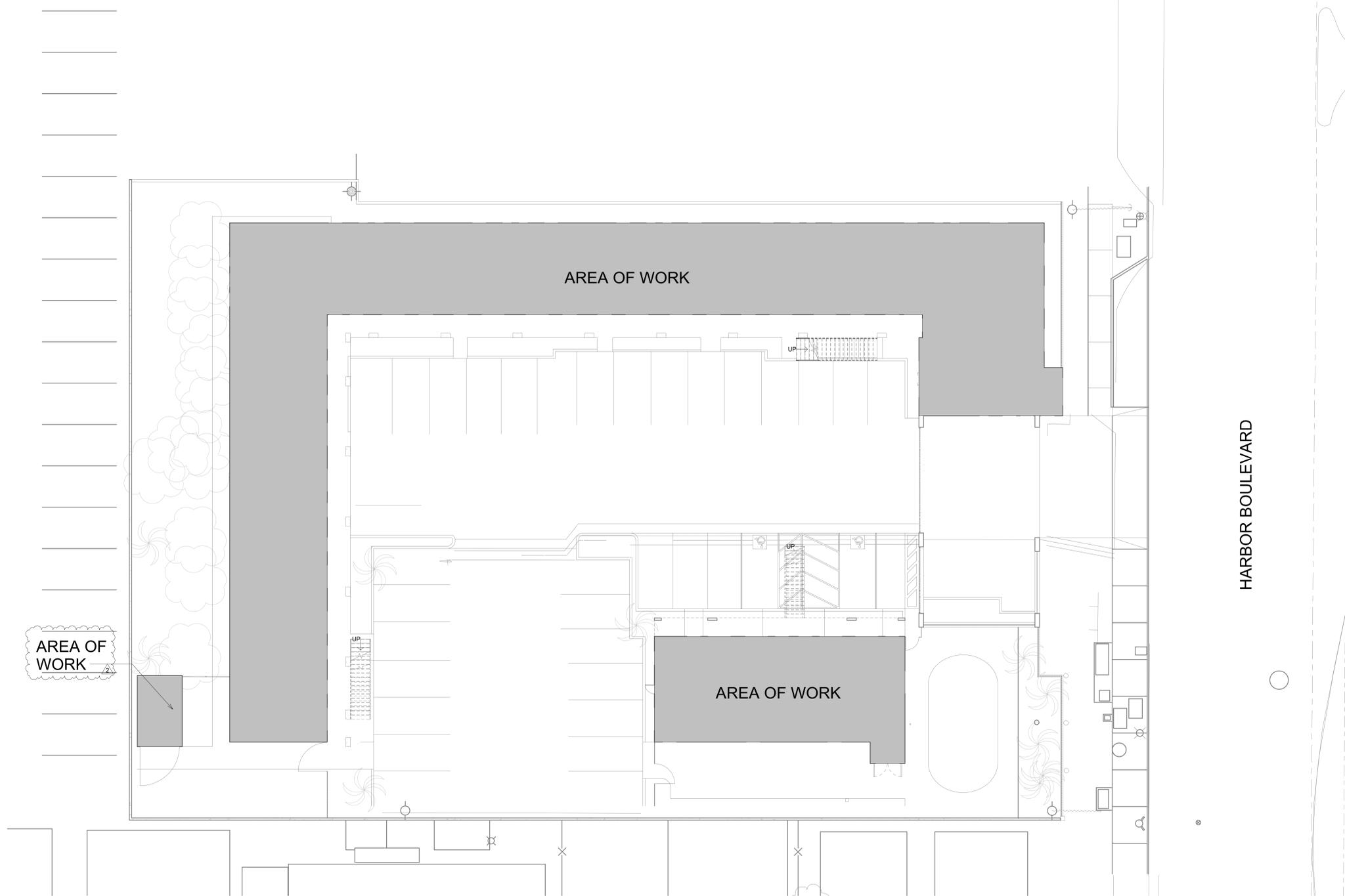
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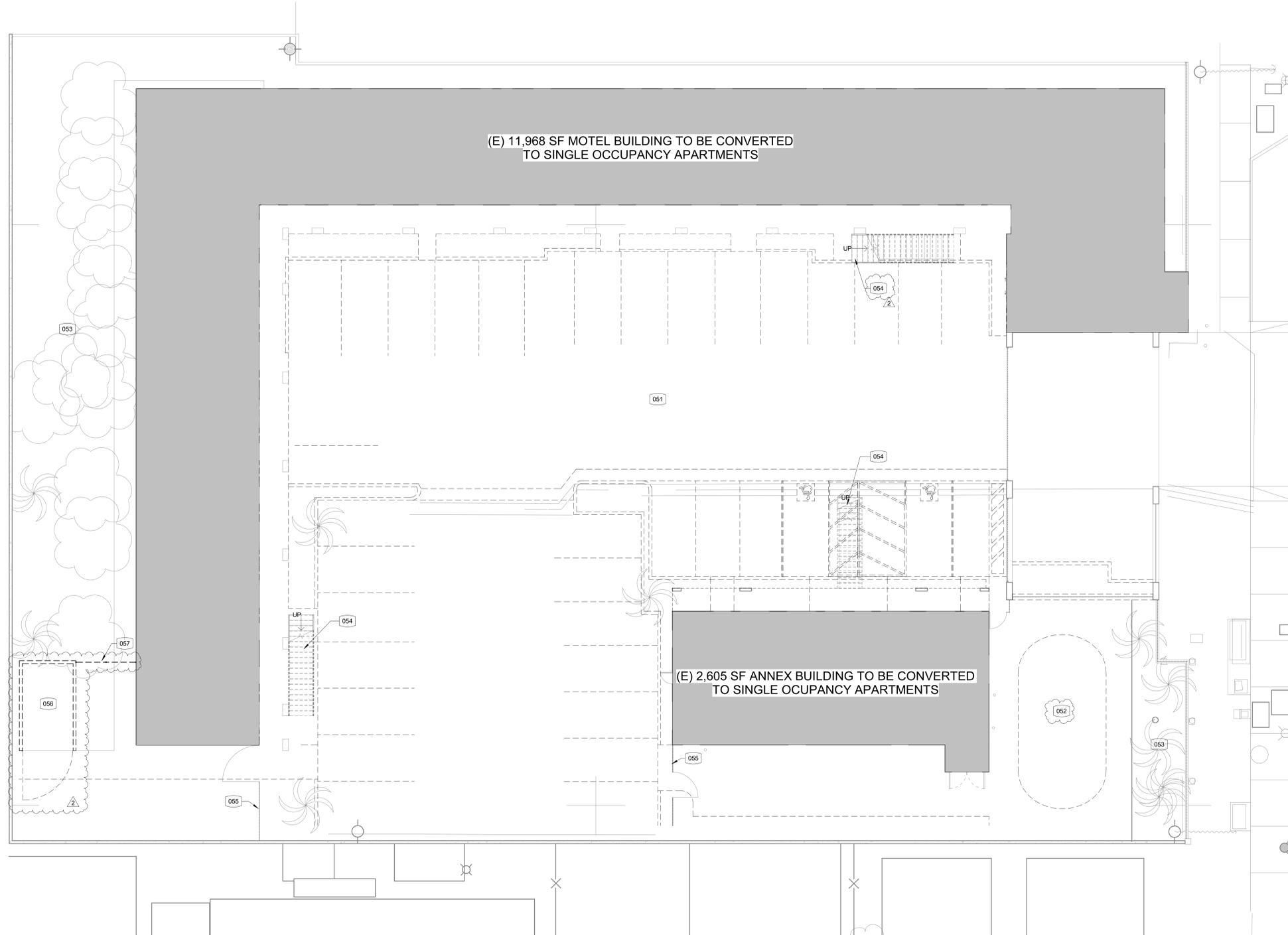
Project No.: 24026

COVER / SITE PLAN

A-0.0



1 Existing Site Plan
 1" = 10'-0"



- KEY NOTES**
- 051 REMOVE EXISTING PARKING STRIPING AND CONCRETE CURB. PREP FOR NEW STRIPING.
 - 052 REMOVE EXISTING POOL AND PREP FOR NEW CONCRETE PATIO.
 - 053 REMOVE EXISTING FOLIAGE, SHRUBBERY AND LANDSCAPING. PREP FOR NEW LANDSCAPING AS INDICATED.
 - 054 EXISTING STAIRS TO REMAIN.
 - 055 EXISTING CHAIN LINK FENCE and/or GATE TO REMAIN.
 - 056 REMOVE EXISTING TRASH ENCLOSURE.
 - 057 REMOVE EXISTING CHAIN LINK FENCE.

② Overall Site Plan (Demolition)
1/8" = 1'-0"

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Suite 60-320
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C-13366
Ren. 04.30.2025
03/17/2025
STATE OF CALIFORNIA
CONSULTANT

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1	01.05.2025	Plan Backcheck
2	03.04.2025	Plan Backcheck #2

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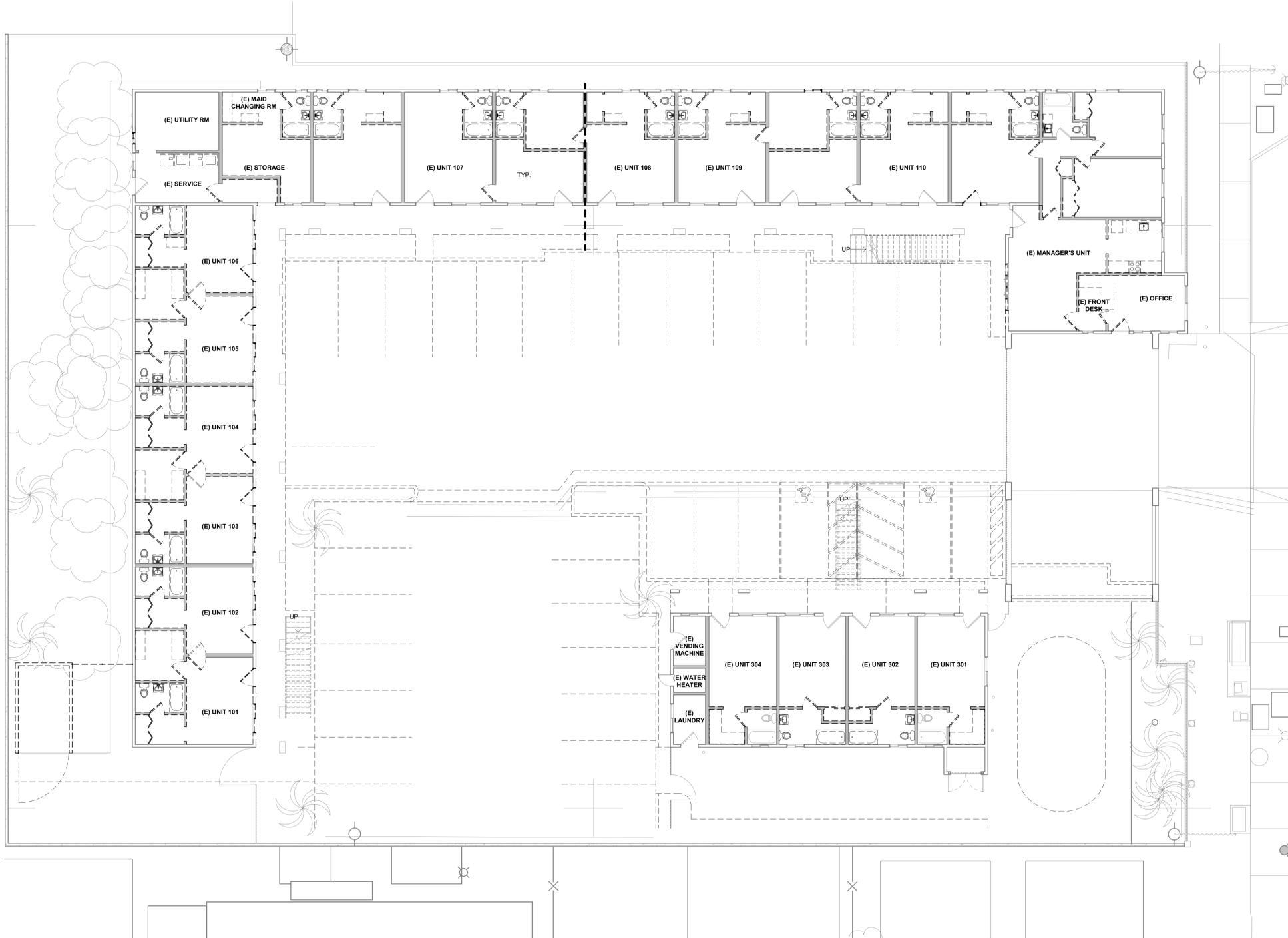
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Project No.: 24026

OVERALL SITE PLAN
(DEMOLITION)

AD-1.0

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PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

NOTE:
 -CONTRACTOR TO VERIFY ALL DIMENSIONS BEFORE COMMENCEMENT OF WORK.
 -DIMENSIONS: WALL DIMENSIONS ARE FACE OF FINISHED FACE TO FINISHED FACE UNLESS NOTED OTHERWISE. WINDOW / DOOR DIMENSIONS ARE TO CENTER LINE OF WINDOW / DOOR WHERE SHOWN.
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1 1st Floor Overall Plan (Demolition)
 1/8" = 1'-0"

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Rev. Date	Description
2 03.04.2025	Plan Backcheck #2

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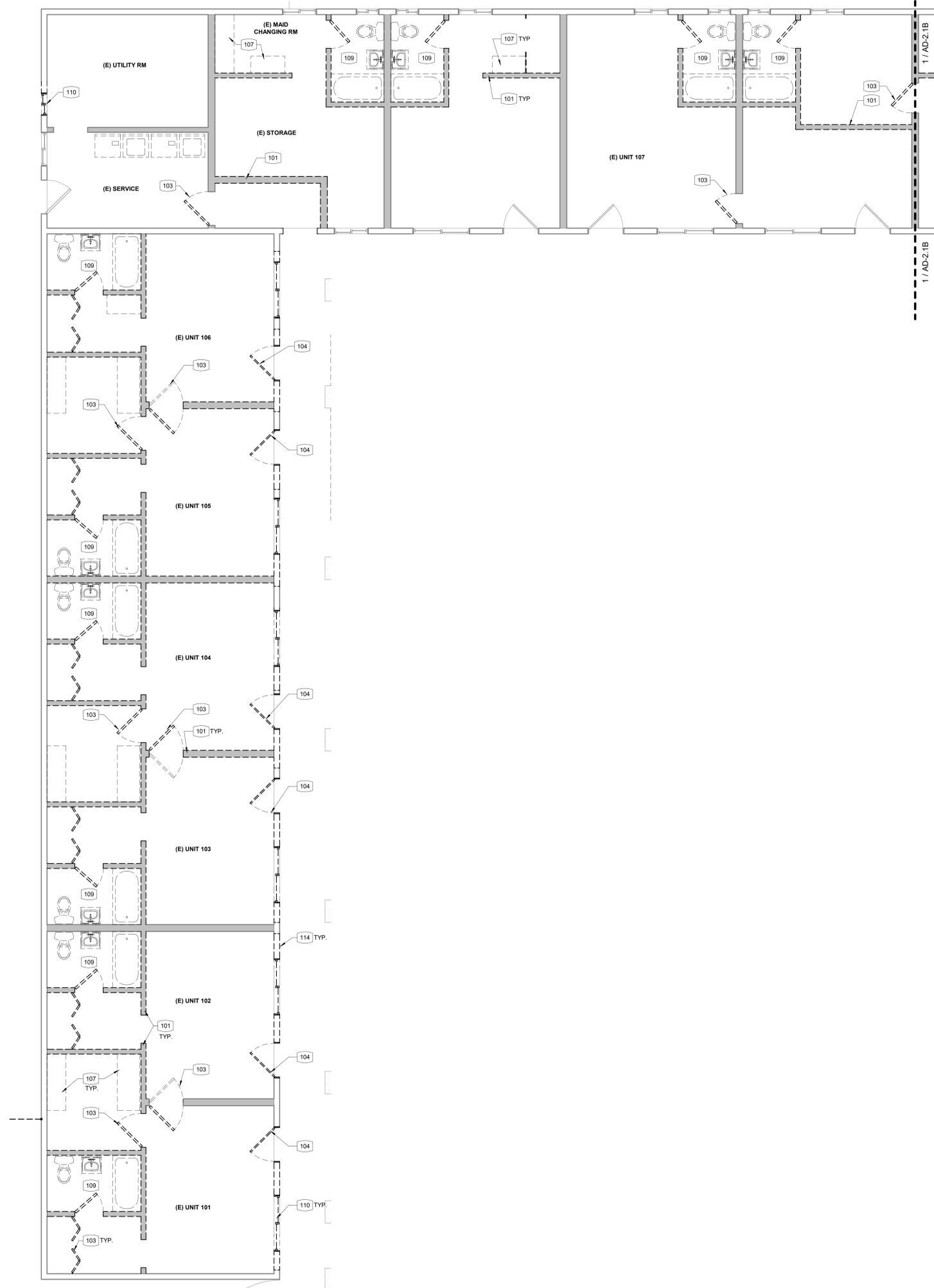
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Project No.:	24026

1st FLOOR
 PLAN
 (DEMOLITION)

AD-2.1

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PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

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- KEY NOTES**
- 101 GENERAL NOTE: REMOVE PARTITIONS, DOOR ASSEMBLIES & ALL ASSOCIATED UTILITIES AS INDICATED.
 - 103 REMOVE EXISTING DOOR ASSEMBLY & ASSOCIATED HARDWARE ASSEMBLIES.
 - 104 GENERAL NOTE: REMOVE EXISTING DOOR & ASSOCIATED HARDWARE ASSEMBLIES AS INDICATED. INFILL PARTITION AS NEEDED TO MATCH EXISTING RATED PARTITION CONSTRUCTION.
 - 107 GENERAL NOTE: REMOVE EXISTING CASEWORK, PATCH and/or REPAIR PARTITION WHERE ITEMS HAVE BEEN REMOVED.
 - 109 GENERAL NOTE FOR TOILET DEMOLITION: REMOVE EXISTING WALLS, DOORS, PLUMBING FIXTURES AND ACCESSORIES.
 - 110 REMOVE EXISTING WINDOW ASSEMBLY & ASSOCIATED HARDWARE ASSEMBLIES AS INDICATED. INFILL PARTITION AS NEEDED TO MATCH EXISTING RATED PARTITION CONSTRUCTION.
 - 114 REMOVE PORTION OF EXISTING PARTITION and PREP FOR NEW WINDOW or DOOR AS INDICATED.

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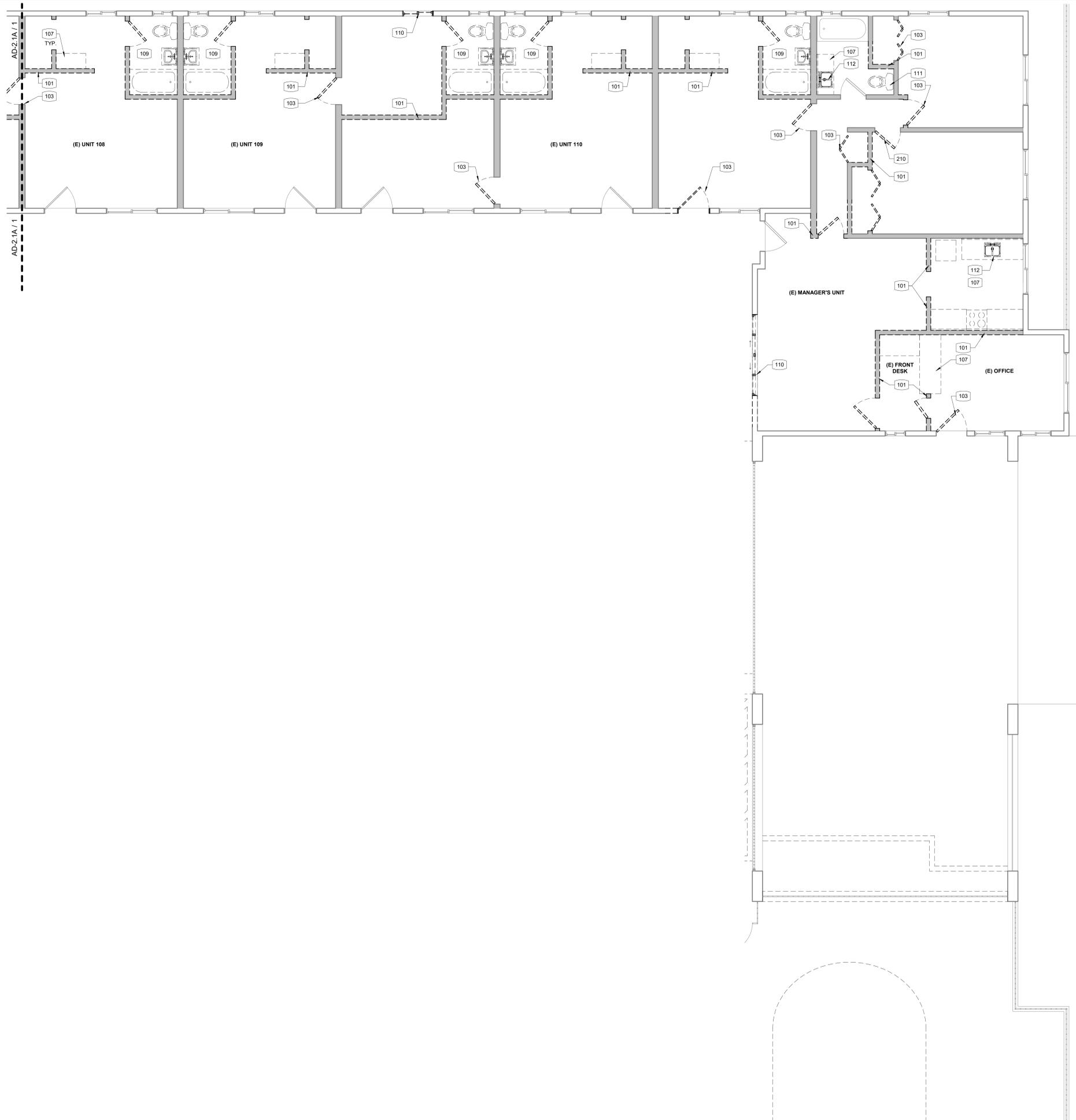
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1st FLOOR
 PLAN - AREA A

AD-2.1A

Enlarged 1st Floor Plan (Demolition) - Area A
 1/4" = 1'-0"



PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
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 - 110 REMOVE EXISTING WINDOW ASSEMBLY & ASSOCIATED HARDWARE ASSEMBLIES AS INDICATED. INFILL PARTITION AS NEEDED TO MATCH EXISTING RATED PARTITION CONSTRUCTION.
 - 111 REMOVE EXISTING TOILET.
 - 112 REMOVE EXISTING COUNTER MOUNTED SINK.
 - 210 NEW COOK TOP.

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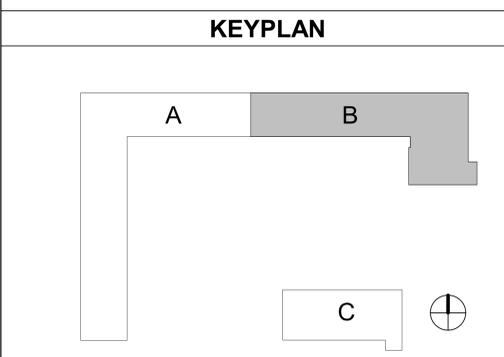
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PLAN ISSUE DATES

Rev. Date	Description
2	03.04.2025 Plan Backcheck #2



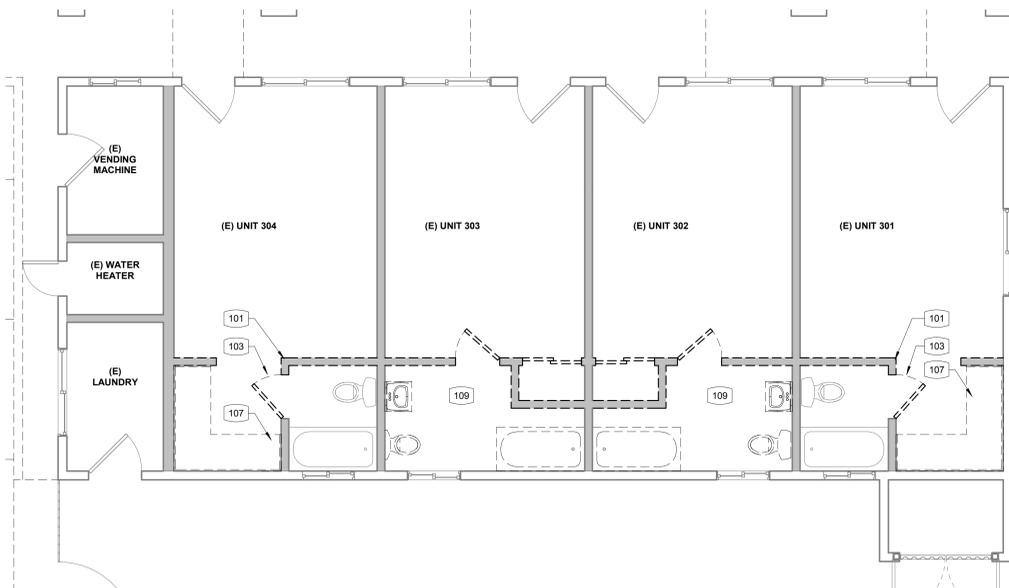
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Project No.:	24026

Enlarged 1st Floor Plan (Demolition) - Area B
1/4" = 1'-0"

1st FLOOR PLAN - AREA B
AD-2.1B



Enlarged 1st Floor Plan (Demolition) - Annex
 1/4" = 1'-0"

PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
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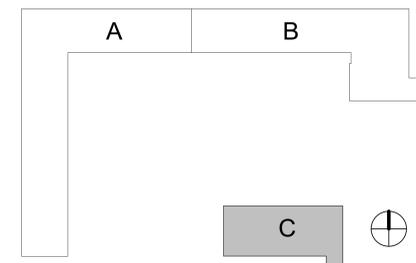
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PLAN ISSUE DATES

Rev. Date	Description
2 03.04.2025	Plan Backcheck #2

KEYPLAN



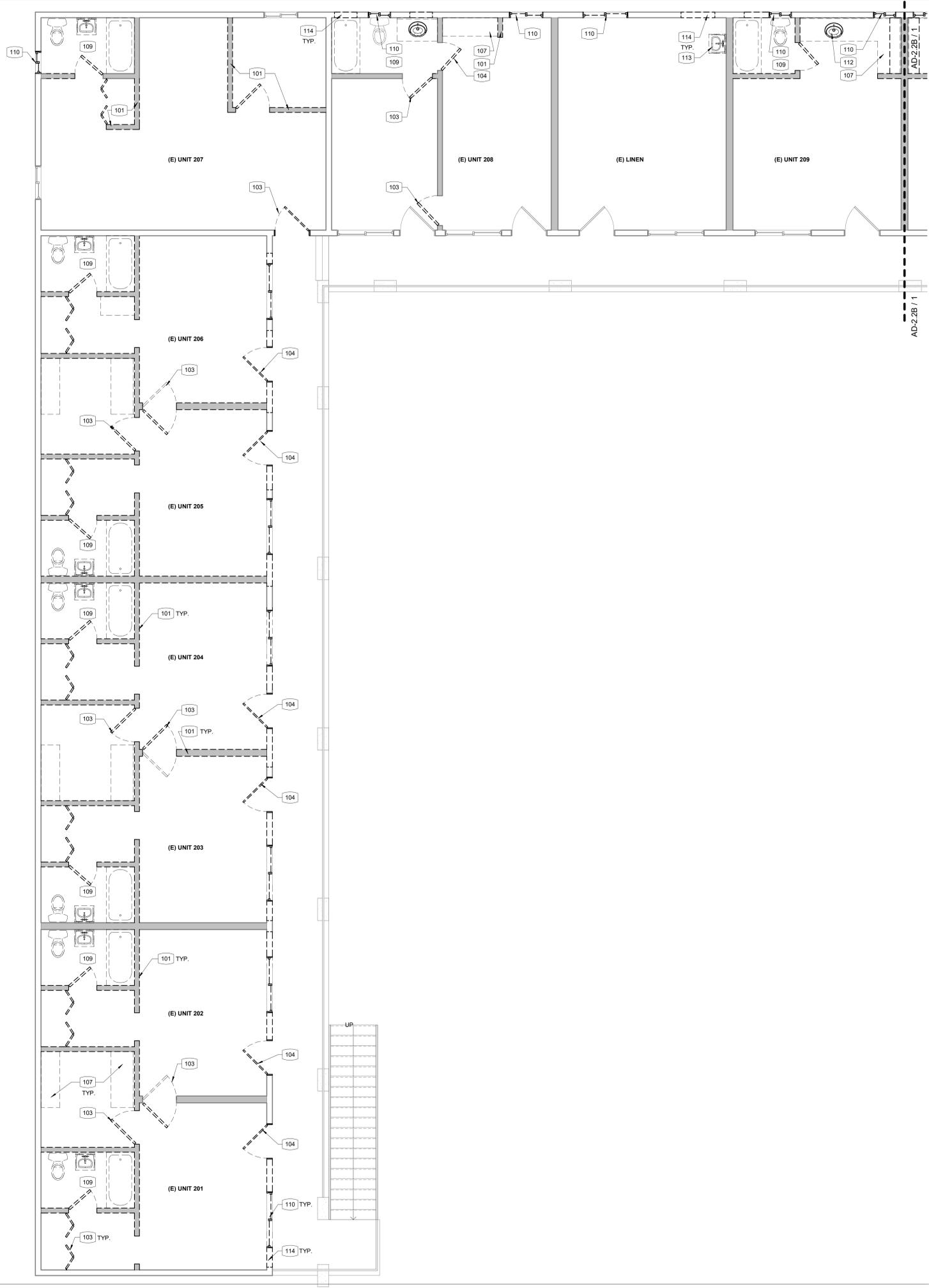
AGENCY APPROVAL

PLAN CHECK NO.

PA / PM	MKS
Drawn By:	RF
Project No.:	24026

1st FLOOR PLAN - ANNEX

AD-2.1C



PARTITION LEGEND:

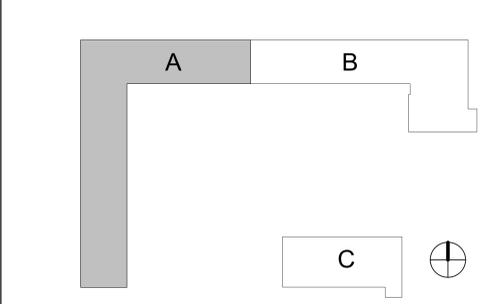
	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

NOTE:

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- DIMENSIONS: WALL DIMENSIONS ARE FACE OF FINISHED FACE TO FINISHED FACE UNLESS NOTED OTHERWISE. WINDOW / DOOR DIMENSIONS ARE TO CENTER LINE OF WINDOW / DOOR WHERE SHOWN.
- WHERE DIMENSION IS PRECEDED BY A (s) SYMBOL, THIS REPRESENTS/ALLOWS A "FLOAT" IN LAYING OUT THE WORK. CONTRACTOR IS TO NOTIFY ARCHITECT IN WRITING, PRIOR TO FRAMING, IF DIMENSION EXCEED 1/2" FOR DIRECTION ON HOW TO PROCEED.

- KEY NOTES**
- 101 GENERAL NOTE: REMOVE PARTITIONS, DOOR ASSEMBLIES & ALL ASSOCIATED UTILITIES AS INDICATED.
 - 103 REMOVE EXISTING DOOR ASSEMBLY & ASSOCIATED HARDWARE ASSEMBLIES.
 - 104 GENERAL NOTE: REMOVE EXISTING DOOR & ASSOCIATED HARDWARE ASSEMBLIES AS INDICATED. INFILL PARTITION AS NEEDED TO MATCH EXISTING RATED PARTITION CONSTRUCTION.
 - 107 GENERAL NOTE: REMOVE EXISTING CASEWORK, PATCH and/or REPAIR PARTITION WHERE ITEMS HAVE BEEN REMOVED.
 - 109 GENERAL NOTE FOR TOILET DEMOLITION: REMOVE EXISTING WALLS, DOORS, PLUMBING FIXTURES AND ACCESSORIES.
 - 110 REMOVE EXISTING WINDOW ASSEMBLY & ASSOCIATED HARDWARE ASSEMBLIES AS INDICATED. INFILL PARTITION AS NEEDED TO MATCH EXISTING RATED PARTITION CONSTRUCTION.
 - 112 REMOVE EXISTING COUNTER MOUNTED SINK.
 - 113 REMOVE EXISTING WALL MOUNTED SINK.
 - 114 REMOVE PORTION OF EXISTING PARTITION and PREP FOR NEW WINDOW or DOOR AS INDICATED.

KEYPLAN



Enlarged 2nd Floor Plan (Demolition) - Area A
 1/4" = 1'-0"

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Project No.:	24026

**2nd FLOOR
 PLAN - AREA A**

AD-2.2A



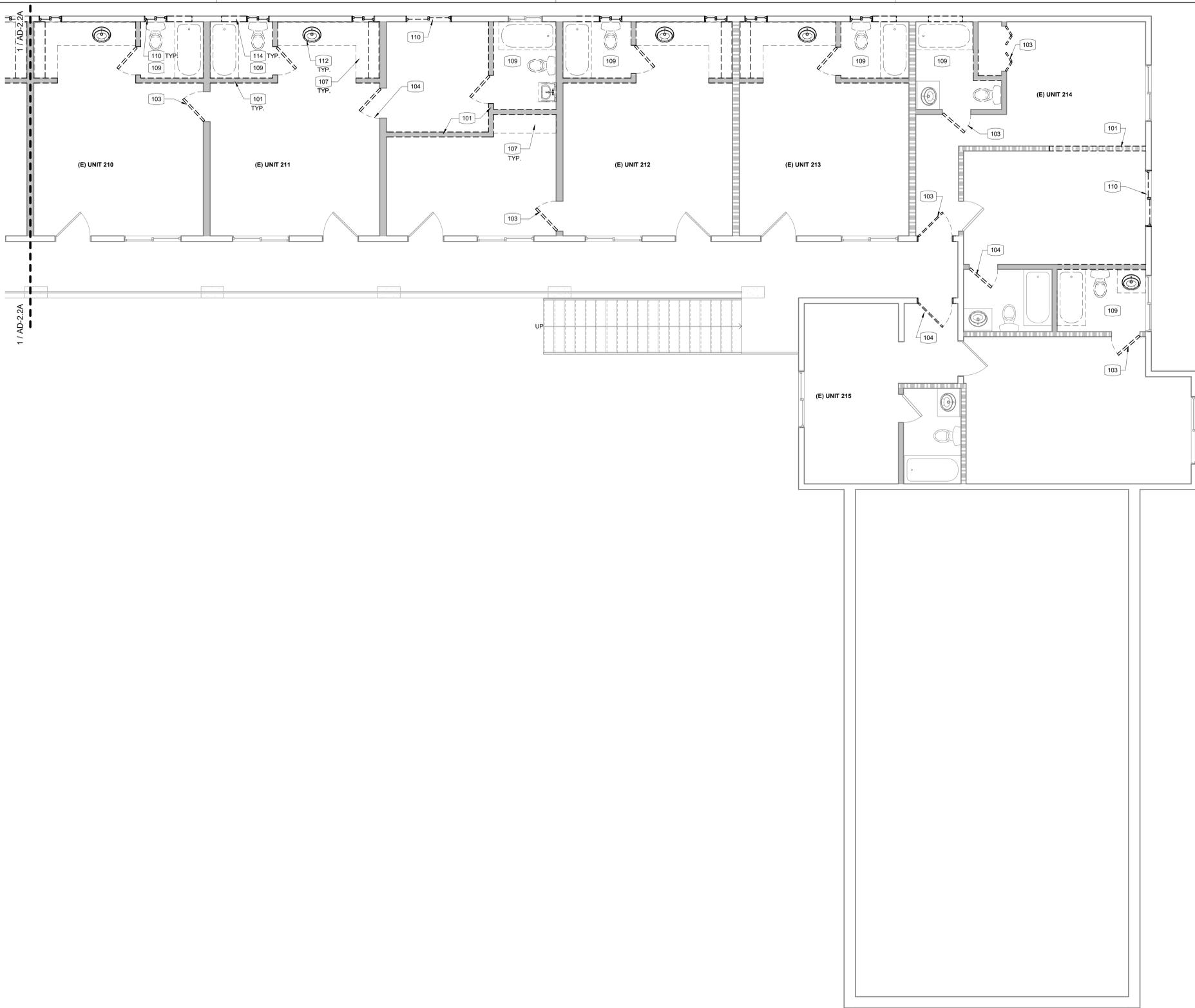
PLAN ISSUE DATES	
Rev. Date	Description
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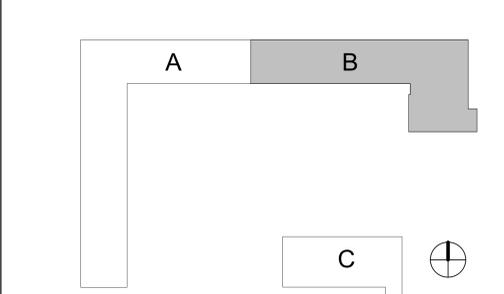
	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

NOTE:
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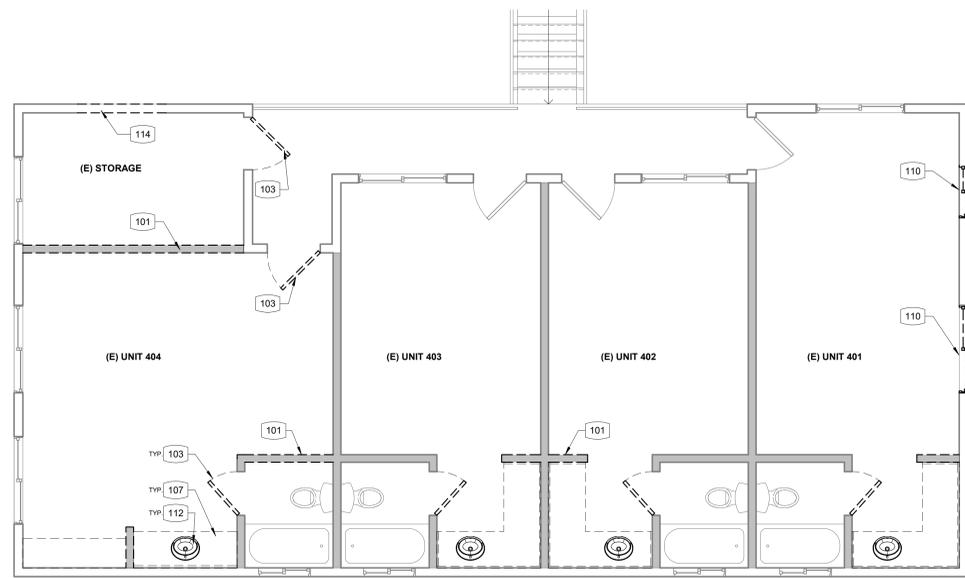
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 - 112 REMOVE EXISTING COUNTER MOUNTED SINK.
 - 114 REMOVE PORTION OF EXISTING PARTITION and PREP FOR NEW WINDOW or DOOR AS INDICATED.



KEYPLAN



Enlarged 2nd Floor Plan (Demolition) - Area B
1/4" = 1'-0"



Enlarged 2nd Floor Plan (Demolition) - Annex
 1/4" = 1'-0"

PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

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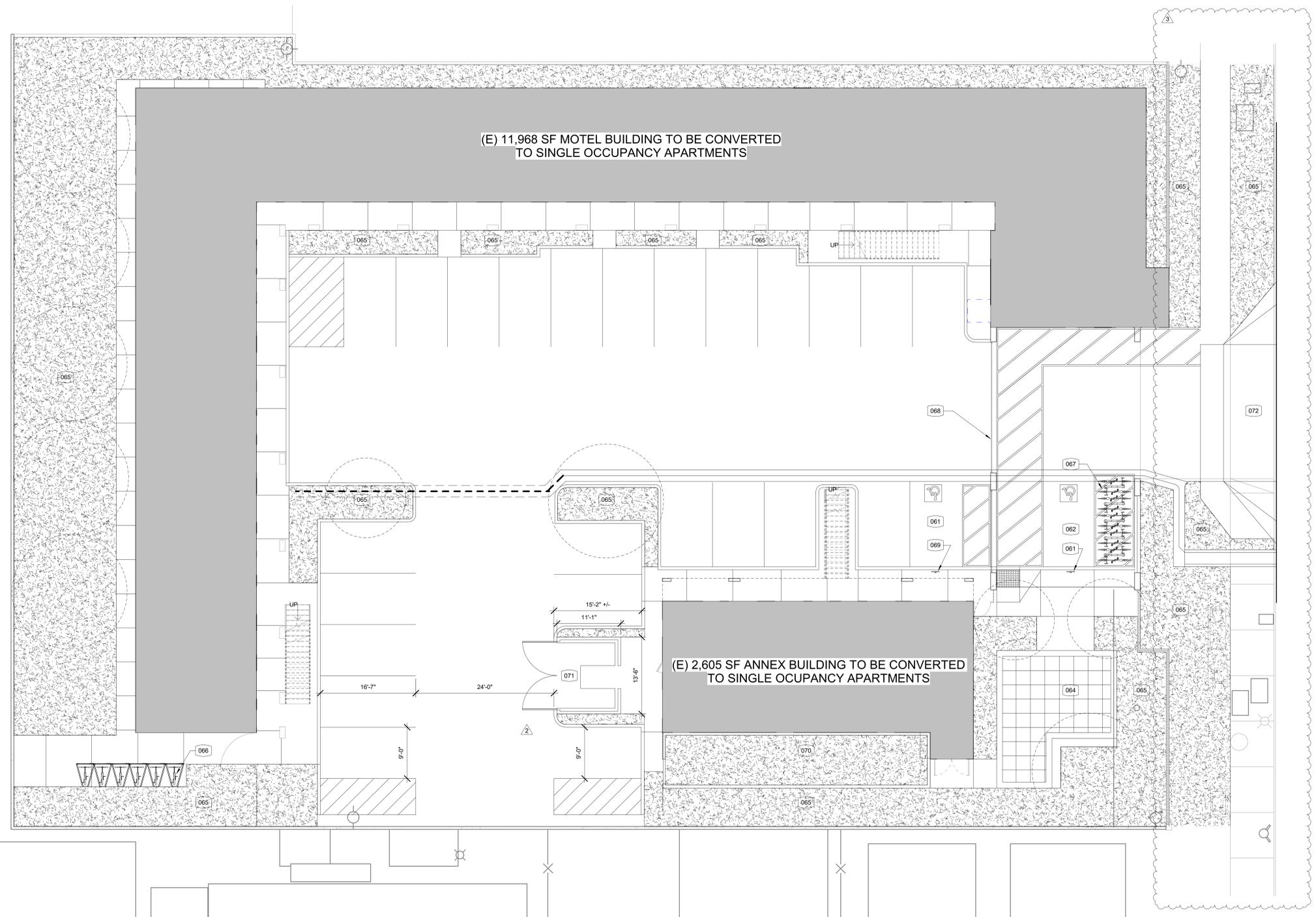
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PLAN CHECK NO.

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Drawn By:	Author
Project No.:	24026

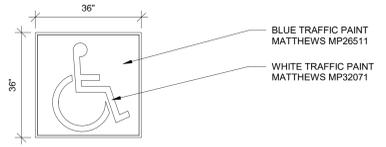
2nd FLOOR PLAN - ANNEX

AD-2.2C

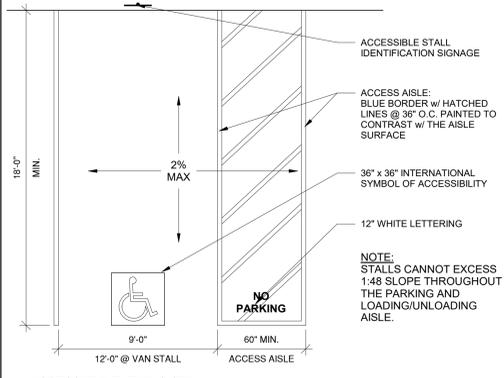


KEY NOTES

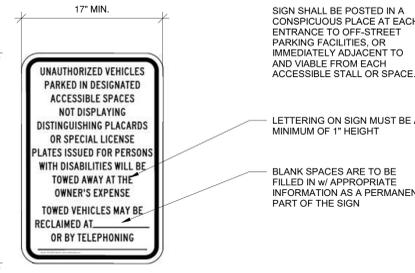
- 061 NEW HANDICAP PARKING STALL w/ ACCESSIBLE AISLE.
- 062 NEW VAN ACCESSIBLE HANDICAP STALL w/ ACCESSIBLE AISLE.
- 064 NEW CONCRETE PATIO (REFER TO LANDSCAPING).
- 065 NEW LANDSCAPING AS INDICATED.
- 066 NEW BIKE LOCKER.
- 067 NEW BIKE RACK.
- 068 MANUAL SLIDING GATE.
- 069 ACCESSIBLE PARKING STALL SIGN.
- 070 NEW TURF PLAY AREA (REFER TO LANDSCAPING).
- 071 NEW COMMERCIAL TRASH ENCLOSURE.
- 072 NEW PROPOSED DRIVE APPROACH and CURB CUT (REFER TO CIVIL).



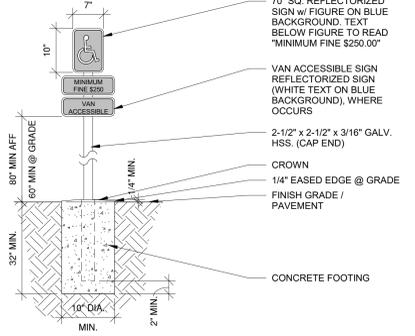
4 ACCESSIBLE PARKING STALL EMBLEM
1/2" = 1'-0"



3 ACCESSIBLE PARKING STALL
1/4" = 1'-0"



2 UNAUTHORIZED VEHICLES TOW SIGN
1 1/2" = 1'-0"



1 ACCESSIBLE PARKING SIGNAGE W/ MINIMUM FINE
3/4" = 1'-0"

5 Overall Site Plan (Renovation)
1/8" = 1'-0"

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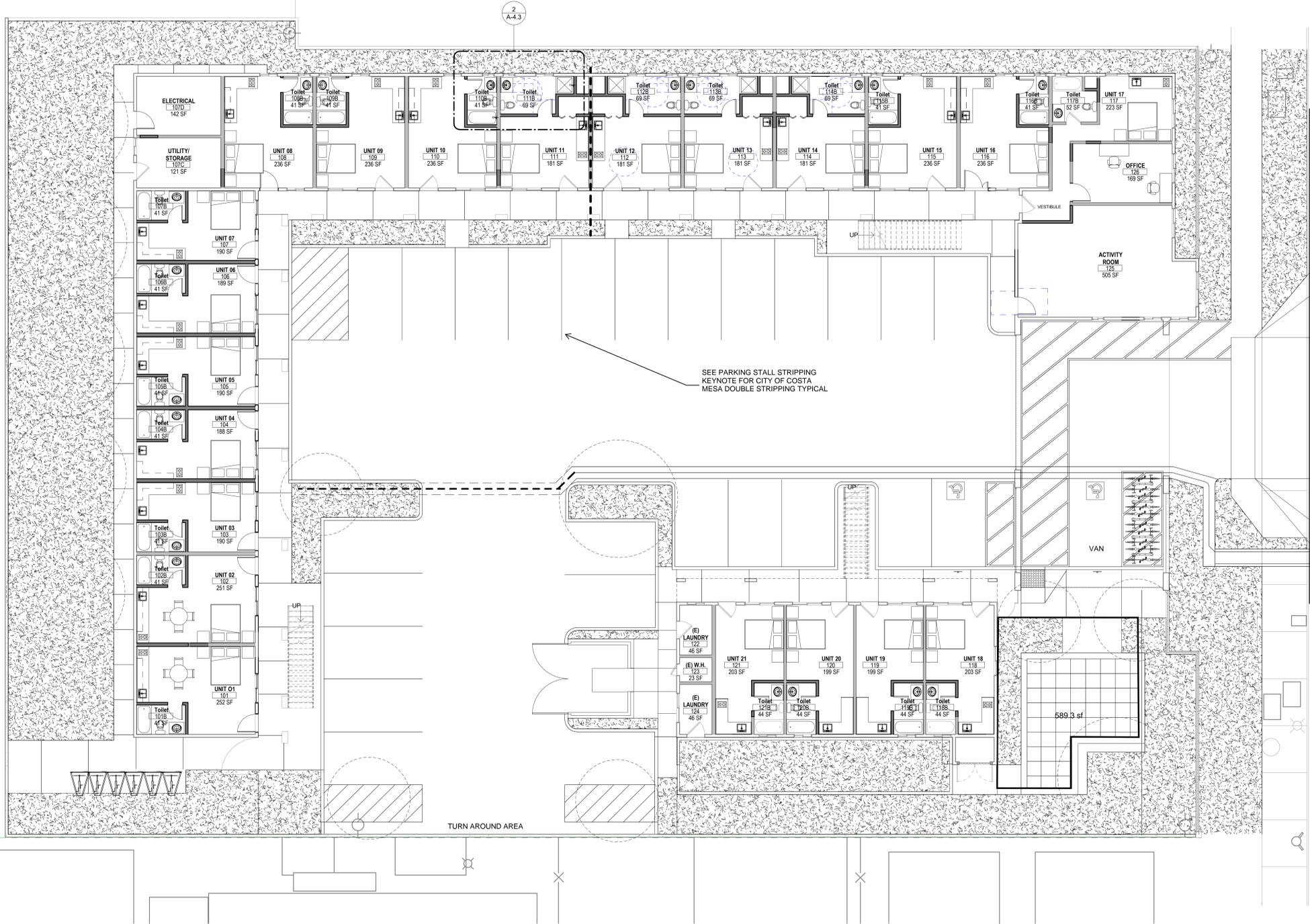
PA / PM MKS

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Project No.: 24026

OVERALL SITE PLAN (RENOVATION)

AE-1.0



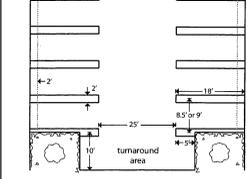
PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
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KEYNOTE:
ALL PARKING STALL SHALL BE DOUBLE STRIPPED PER CITY OF COSTA MESA PARKING DESIGN STANDARDS AS INDICATED BELOW



COMMON ACTIVITY AREAS:

INDOORS ACTIVITY AREA	505 SF
OUTDOORS ACTIVITY AREA	589 SF
TOTAL ACTIVITY AREAS	1,094 SF

SEE PARKING STALL STRIPPING KEYNOTE FOR CITY OF COSTA MESA DOUBLE STRIPPING TYPICAL

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Drawn By: LR

Project No.: 24026

1st FLOOR PLAN (RENOVATION)

AE-2.1

THESE DRAWINGS AND SPECIFICATIONS SHALL BE USED IN ACCORDANCE WITH THE PROJECT CONTRACT AND ANY ADDENDUMS. THE ARCHITECT AND APPROVED CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE COMMUNITY OF SAN JOSE. THE ARCHITECT AND APPROVED CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE COMMUNITY OF SAN JOSE. THE ARCHITECT AND APPROVED CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE COMMUNITY OF SAN JOSE.



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	(E) PARTITION TO BE DEMOLISHED
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- KEY NOTES**
- 201 INFILL PARTITION w/ LIKE CONSTRUCTION.
 - 203 NEW PARTITION PER SCHEDULE.
 - 204 NEW COUNTER MOUNTED SINK.
 - 205 NEW OVERHEAD CASEWORK.
 - 206 NEW BASE CASEWORK.
 - 207 NEW SOLID SURFACE COUNTER TOP.
 - 210 NEW COOK TOP.
 - 217 GENERAL NOTE: EACH UNIT SHALL BE PROVIDED w/ A MIN. CLOSET/STORAGE AREA OF 40 CUBIC FEET AND A LOCKER OF A MIN. OF 10 CUBIC FEET.

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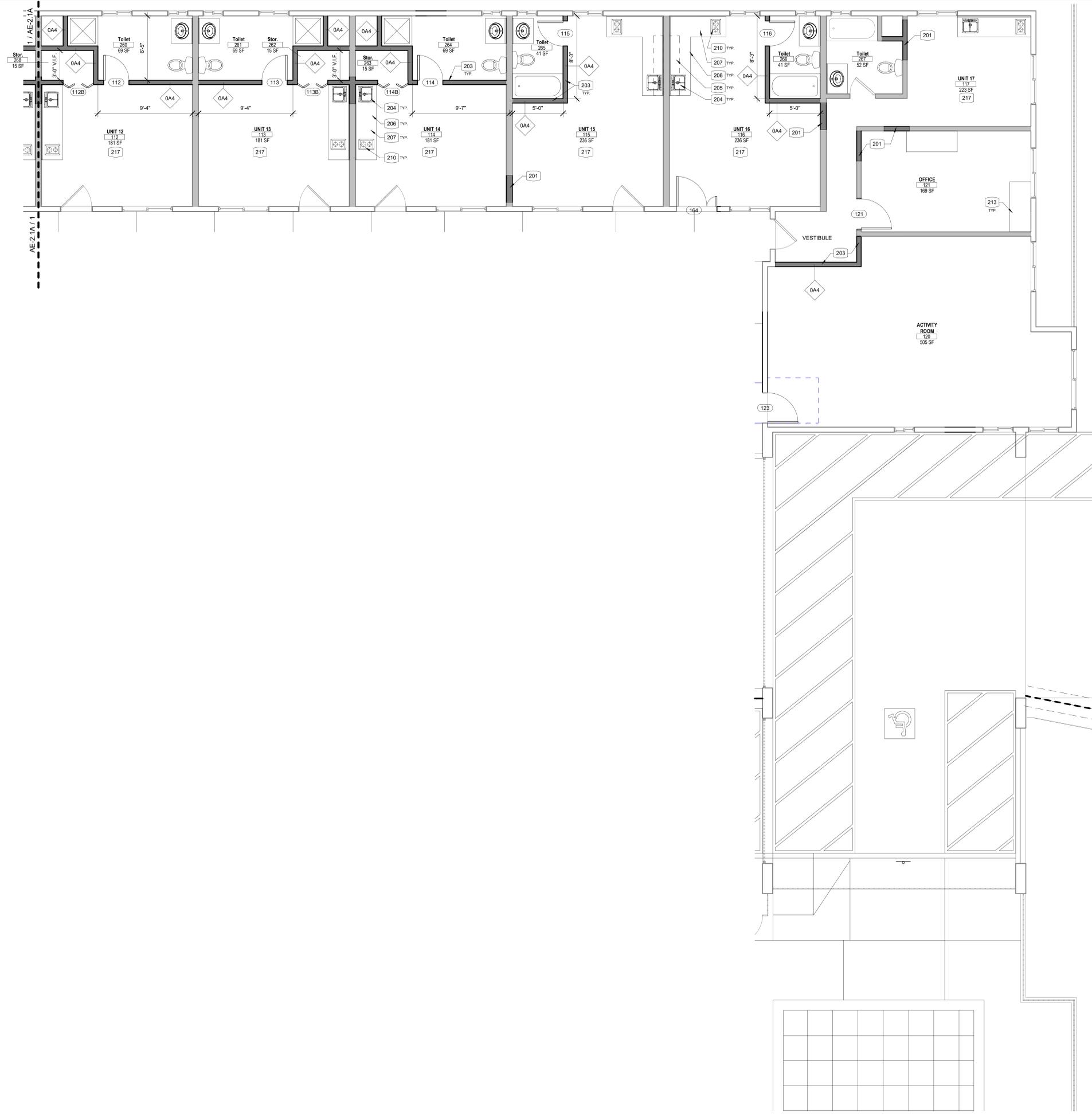
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Project No.:	24026

1st FLOOR PLAN - AREA A
AE-2.1A

Enlarged 1st Floor Plan (Renovation) - Area A
1/4" = 1'-0"



PARTITION LEGEND:

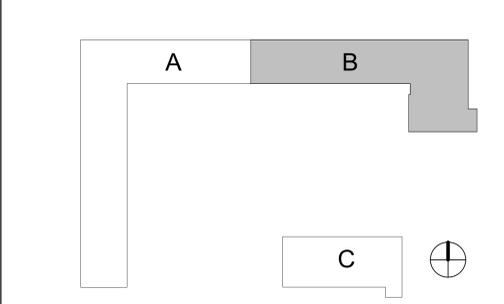
	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

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- KEY NOTES**
- 201 INFILL PARTITION w/ LIKE CONSTRUCTION.
 - 203 NEW PARTITION PER SCHEDULE.
 - 204 NEW COUNTER MOUNTED SINK.
 - 205 NEW OVERHEAD CASEWORK.
 - 206 NEW BASE CASEWORK.
 - 207 NEW SOLID SURFACE COUNTER TOP.
 - 210 NEW COOK TOP.
 - 213 NEW WORKSTATION.
 - 217 GENERAL NOTE: EACH UNIT SHALL BE PROVIDED w/ A MIN. CLOSET/STORAGE AREA OF 40 CUBIC FEET AND A LOCKER OF A MIN. OF 10 CUBIC FEET.

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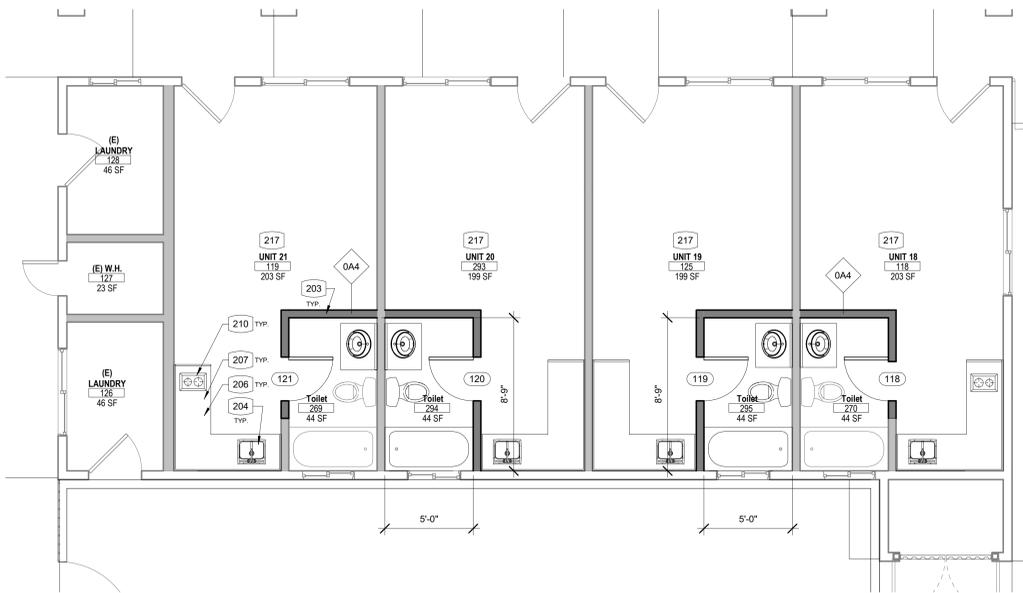
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1st FLOOR PLAN - AREA B

AE-2.1B



Enlarged 1st Floor Plan (Renovation) - Annex
 1/4" = 1'-0"

PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
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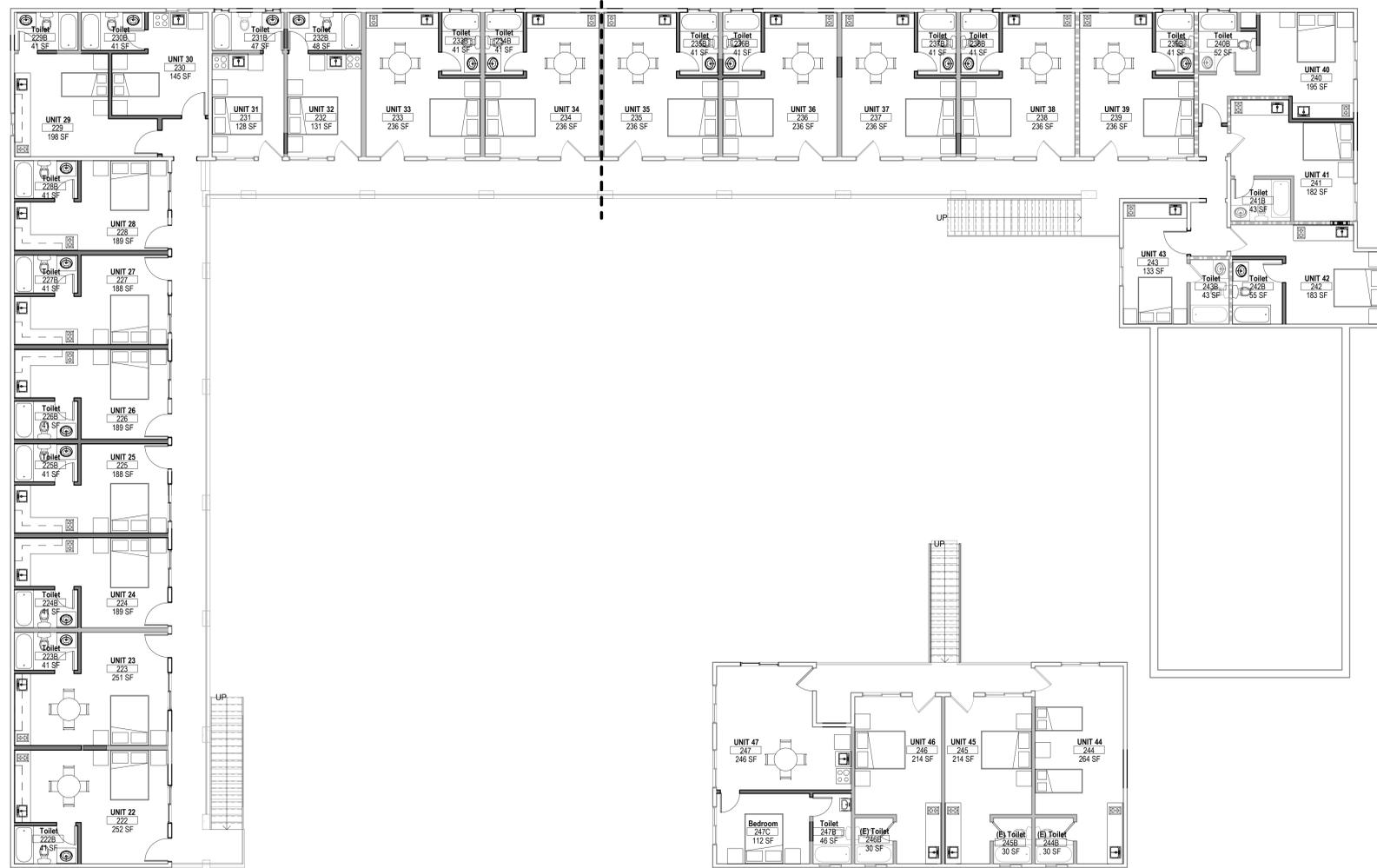
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1st FLOOR PLAN - ANNEX

AE-2.1C



PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
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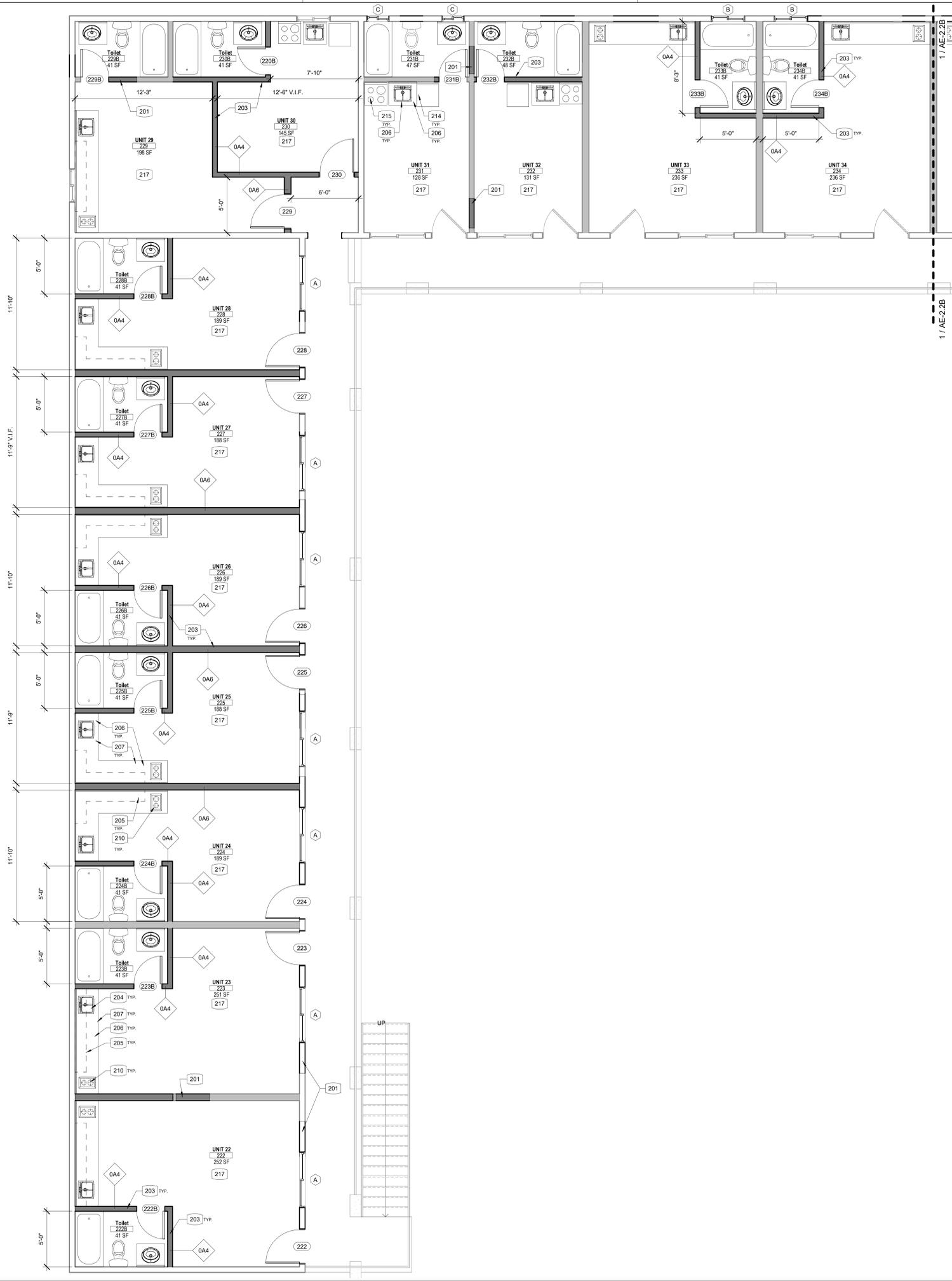
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Project No.:	24026

2nd FLOOR PLAN (RENOVATION)

AE-2.2

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PARTITION LEGEND:

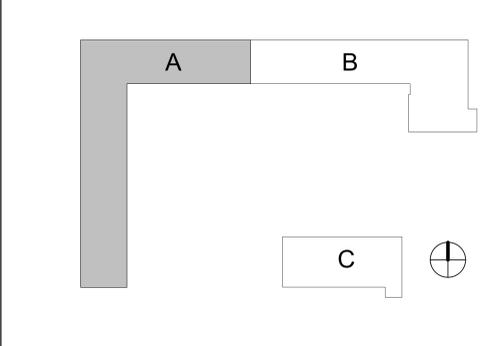
	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4\"/>
	NEW 1-HOUR RATED FIRE PARTITION (4\"/>

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 - 205 NEW OVERHEAD CASEWORK.
 - 206 NEW BASE CASEWORK.
 - 207 NEW SOLID SURFACE COUNTER TOP.
 - 210 NEW COOK TOP.
 - 214 NEW OWNER FURNISHED REFRIDGERATOR.
 - 215 NEW COOKING RANGE.
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KEYPLAN



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2646 Dupont Drive
Suite 60-320
Irvine, California 92612
www.msassociatesinc.com



CONSULTANT

SRO Conversion
for:
Ahura Investments LLC
2205 Harbor Boulevard, Costa Mesa, CA 92627

PLAN ISSUE DATES

Rev. Date	Description
2	03.04.2025 Plan Backcheck #2

AGENCY APPROVAL

PLAN CHECK NO.

PA / PM	MKS
Drawn By:	Author
Project No.:	24026

2nd FLOOR PLAN - AREA A

AE-2.2A

Enlarged 2nd Floor Plan (Renovation) - Area A
1/4" = 1'-0"

PLAN ISSUE DATES	
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Drawn By:	Author
Project No.:	24026

**2nd FLOOR
PLAN - AREA B**

AE-2.2B

PARTITION LEGEND:

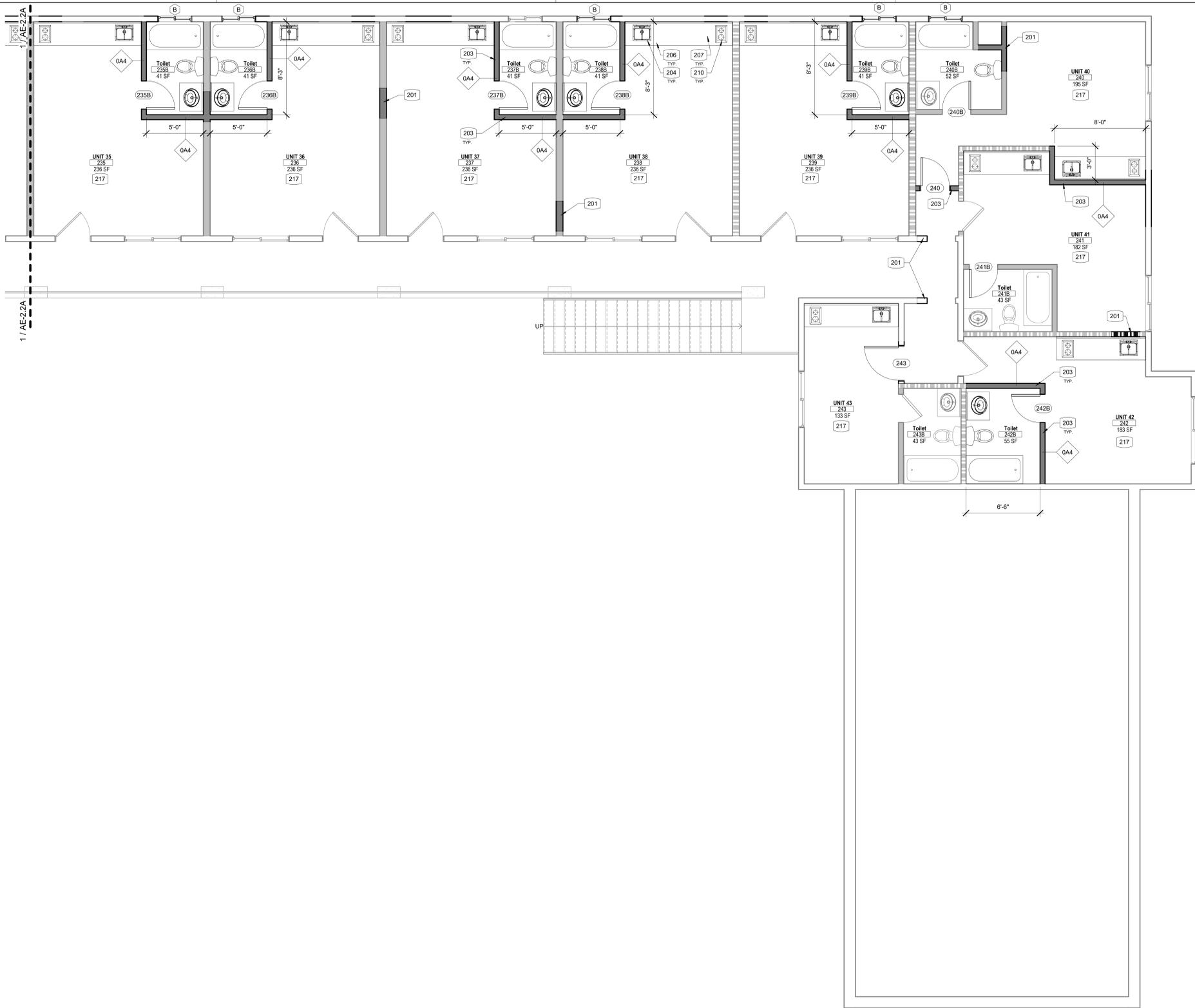
	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

NOTE:

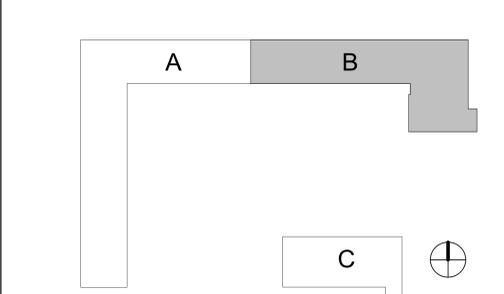
- CONTRACTOR TO VERIFY ALL DIMENSIONS BEFORE COMMENCEMENT OF WORK.
- DIMENSIONS: WALL DIMENSIONS ARE FACE OF FINISHED FACE TO FINISHED FACE UNLESS NOTED OTHERWISE. WINDOW / DOOR DIMENSIONS ARE TO CENTER LINE OF WINDOW / DOOR WHERE SHOWN.
- WHERE DIMENSION IS PRECEDED BY A (s) SYMBOL, THIS REPRESENTS/ALLOWS A "FLOAT" IN LAYING OUT THE WORK. CONTRACTOR IS TO NOTIFY ARCHITECT IN WRITING, PRIOR TO FRAMING, IF DIMENSION EXCEED ±2" FOR DIRECTION ON HOW TO PROCEED.
- EXACT LOCATION OF FIRE EXTINGUISHER CABINETS/PULL BOXES TO BE CONFIRMED BY GENERAL CONTRACTOR w/ LOCAL FIRE DEPARTMENT HAVING JURISDICTION PRIOR TO INSTALLATION. PROVIDE ADDITIONAL FIRE EXTINGUISHERS & CABINETS AS REQUIRED BY THE FIRE DEPARTMENT FIELD INSPECTORS.

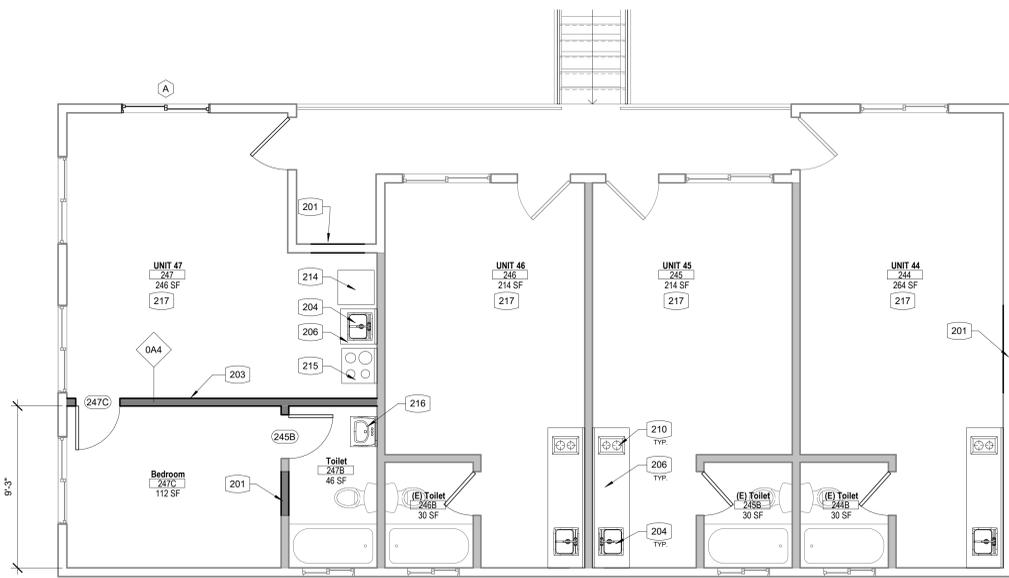
KEY NOTES

201	INFILL PARTITION w/ LIKE CONSTRUCTION.
203	NEW PARTITION PER SCHEDULE.
204	NEW COUNTER MOUNTED SINK.
206	NEW BASE CASEWORK
207	NEW SOLID SURFACE COUNTER TOP.
210	NEW COOK TOP.
217	GENERAL NOTE: EACH UNIT SHALL BE PROVIDED w/ A MIN. CLOSET/STORAGE AREA OF 40 CUBIC FEET AND A LOCKER OF A MIN. OF 10 CUBIC FEET.



KEYPLAN





Enlarged 2nd Floor Plan (Renovation) - Annex
 1/4" = 1'-0"

PARTITION LEGEND:

	(E) 1-HOUR RATED FIRE PARTITION
	(E) ACOUSTICAL / NON-RATED PARTITION
	(E) PARTITION TO BE DEMOLISHED
	NEW ACOUSTICAL / NON-RATED PARTITION (4" STUD U.N.O.)
	NEW 1-HOUR RATED FIRE PARTITION (4" STUD U.N.O.)

NOTE:

-CONTRACTOR TO VERIFY ALL DIMENSIONS BEFORE COMMENCEMENT OF WORK.

-DIMENSIONS: WALL DIMENSIONS ARE FACE OF FINISHED FACE TO FINISHED FACE UNLESS NOTED OTHERWISE. WINDOW / DOOR DIMENSIONS ARE TO CENTER LINE OF WINDOW / DOOR WHERE SHOWN.

-WHERE DIMENSION IS PRECEDED BY A (±) SYMBOL, THIS REPRESENTS/ALLOWS A "FLOAT" IN LAYING OUT THE WORK. CONTRACTOR IS TO NOTIFY ARCHITECT IN WRITING, PRIOR TO FRAMING, IF DIMENSION EXCEED ±2" FOR DIRECTION ON HOW TO PROCEED.

EXACT LOCATION OF FIRE EXTINGUISHER CABINETS/PULL BOXES TO BE CONFIRMED BY GENERAL CONTRACTOR w/ LOCAL FIRE DEPARTMENT HAVING JURISDICTION PRIOR TO INSTALLATION. PROVIDE ADDITIONAL FIRE EXTINGUISHERS & CABINETS AS REQUIRED BY THE FIRE DEPARTMENT FIELD INSPECTORS.

- KEY NOTES**
- 201 INFILL PARTITION w/ LIKE CONSTRUCTION.
 - 203 NEW PARTITION PER SCHEDULE.
 - 204 NEW COUNTER MOUNTED SINK.
 - 206 NEW BASE CASEWORK.
 - 210 NEW COOK TOP.
 - 214 NEW OWNER FURNISHED REFRIDGERATOR.
 - 215 NEW COOKING RANGE.
 - 216 NEW WALL MOUNTED SINK.
 - 217 GENERAL NOTE: EACH UNIT SHALL BE PROVIDED w/ A MIN. CLOSET/STORAGE AREA OF 40 CUBIC FEET AND A LOCKER OF A MIN. OF 10 CUBIC FEET.

MSA
 2646 Dupont Drive
 Suite 60-320
 Irvine, California 92612
 www.msassociaesinc.com



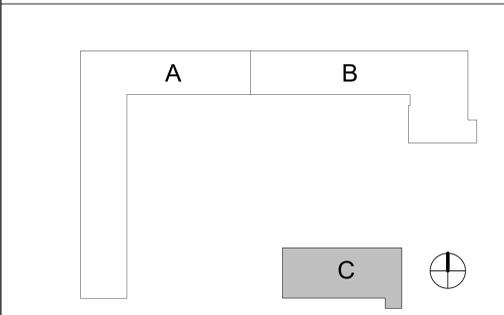
CONSULTANT

SRO Conversion
 for:
Ahura Investments LLC
 2205 Harbor Boulevard, Costa Mesa, CA 92627

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KEYPLAN



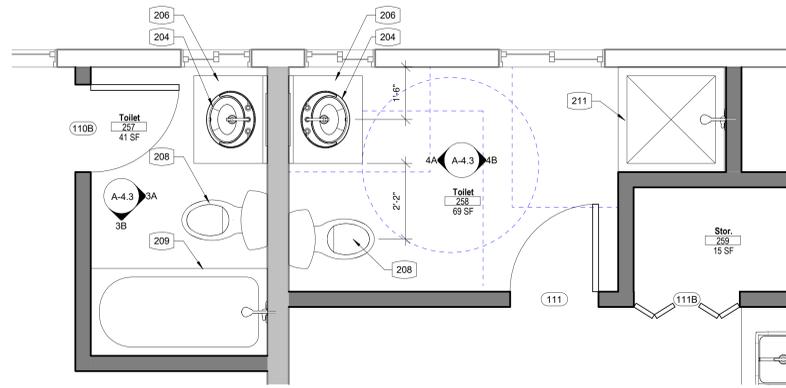
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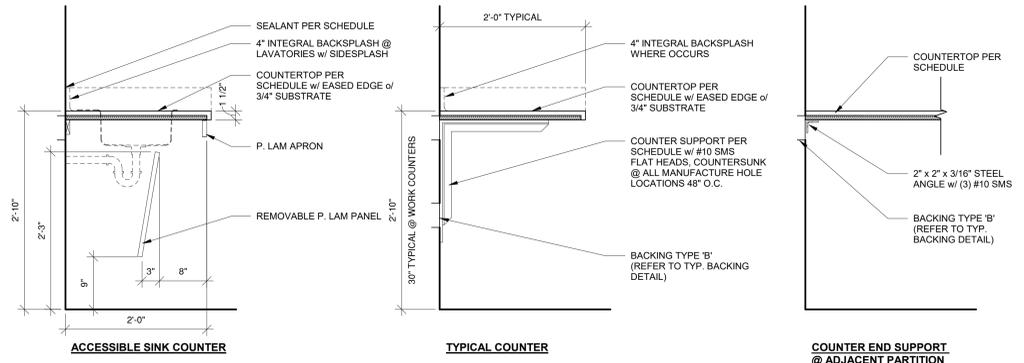
2nd FLOOR PLAN - ANNEX

AE-2.2C



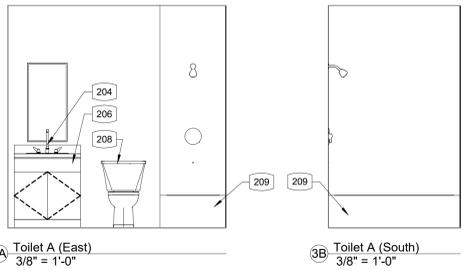
KEY NOTES

- 204 NEW COUNTER MOUNTED SINK.
- 206 NEW BASE CASEWORK.
- 208 NEW WATER CLOSET (REFER TO PLUMBING).
- 209 NEW BATH TUB.
- 211 NEW WALK-IN SHOWER.



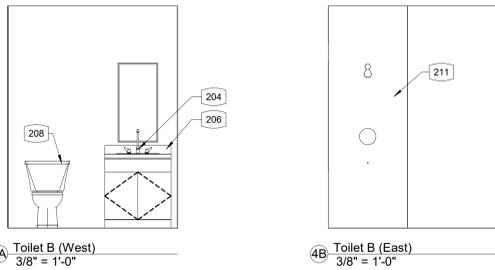
10 TYP. ACCESSIBLE LAVATORY COUNTER
1\"/>

2 Enlarged Toilet (Typ.)
1/2\"/>



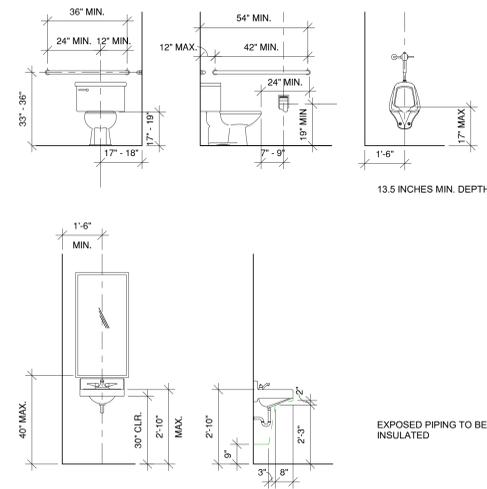
3A Toilet A (East)
3/8\"/>

3B Toilet A (South)
3/8\"/>

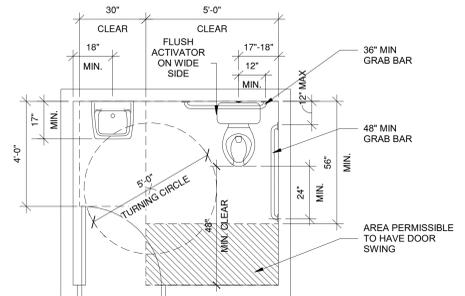


4A Toilet B (West)
3/8\"/>

4B Toilet B (East)
3/8\"/>



6 TYP. TOILET ACCESSIBILITY HEIGHTS
3/8\"/>



1 TYP. ACCESSIBILITY REQUIREMENTS
Not to Scale

MSA

Professional Stamp



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for:
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2205 Harbor Boulevard, Costa Mesa, CA 92627

PLAN ISSUE DATES

Rev. Date	Description
1 01.05.2025	Plan Backcheck
2 03.04.2025	Plan Backcheck #2

AGENCY APPROVAL

PLAN CHECK NO.

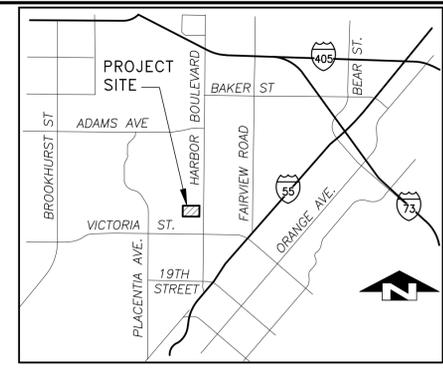
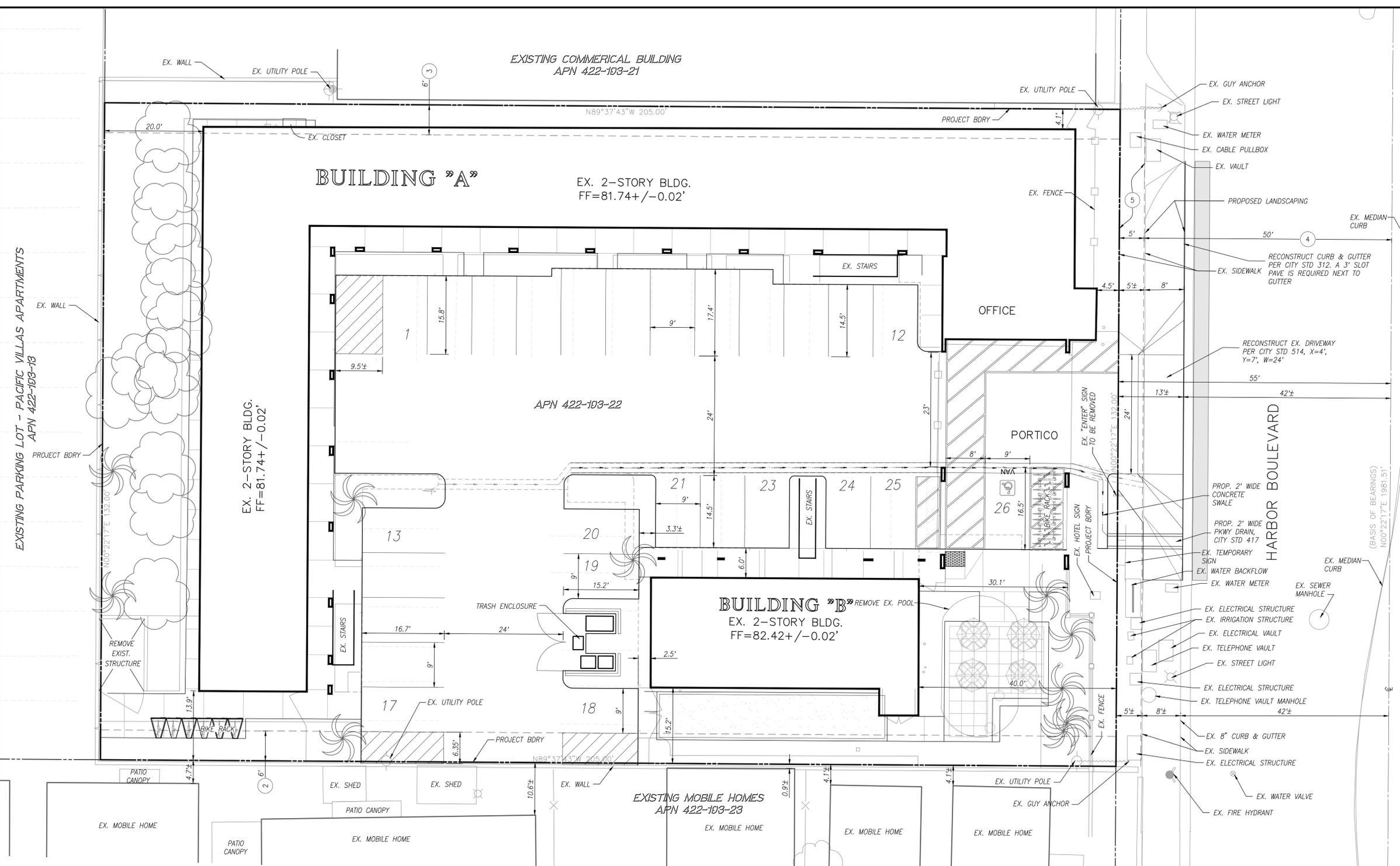
PA / PM MKS

Drawn By: MA Arch

Project No.: 24026

TYP. TOILET RM.
ELEVATIONS

A-4.3



VICINITY MAP
N.T.S.

OWNER
AHURA INVESTMENT, LLC
29911 NIGUEL ROAD, SUITE 6429
LAGUNA NIGUEL, CA 92627
ATTENTION: NIKAN KHATIBI
(949) 842-9628

ENGINEER
HUNSAKER & ASSOCIATES IRVINE, INC.
157 TECHNOLOGY
IRVINE, CA 92618
PHONE: (949) 583-1010
CONTACT: BEN ETEMADI

SCOPE OF WORK
TRANSFORM THE EXISTING MESA MOTEL INTO A 47 UNIT AFFORDABLE HOUSING DEVELOPMENT FOR INDIVIDUALS SUCH AS SENIORS, VETERANS, THE DISABLED AND EMPLOYEES OF LOCAL BUSINESSES. AHURA INVESTMENT LLC WILL BE MAINTAINING THE PROPERTY TO THE HIGHEST STANDARD IN COORDINATION WITH THE CITY OF COSTA MESA.

LEGAL DESCRIPTION
THE SOUTH 240' COMPUTED TO THE CENTER LINE OF HARBOR BOULEVARD OF LOT 29 OF FAIRVIEW FARMS TRACT AS SHOWN ON A MAP RECORDED IN BOOK 8, PAGE 71 OF MISCELLANEOUS MAPS, RECORDS OF ORANGE COUNTY, CALIFORNIA

- GENERAL NOTES**
1. APN: 422-193-24
 2. SITE ADDRESS: MESA MOTEL
2205 HARBOR BOULEVARD
COSTA MESA, CA 92627
 3. GENERAL PLAN: GENERAL COMMERCIAL
 4. ZONING: GENERAL BUSINESS
 5. EXISTING USE: COMMERCIAL
 6. PROJECT AREA - 0.58 ± ACRES
BUILDING "A" AREA - 11,968 ± SF
BUILDING "B" AREA - 2,605 ± SF
NUMBER OF UNITS - 47
UNIT SIZE VARIES - 174 TO 444± SF (SEE UNIT AREA TABLE)
 7. PARKING:
25 STANDARD STALLS, 1 ADA & 16 BICYCLE RACKS
 8. FIVE UNITS WOULD ACCOMMODATE DOUBLE OCCUPANCY
 9. ALL LOWER FLOOR UNITS WOULD BE ADA ACCESSIBLE
 10. UNITS 11 THRU 14 WOULD BE ADA COMPLIANT

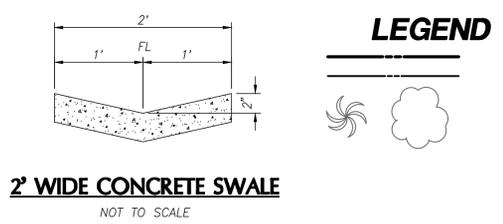
UNIT AREA TABLE

UNIT	UNIT AREA (SF)								
1	293	12	265	23	292	34	277	45	244
2	292	13	265	24	230	35	277	46	244
3	231	14	265	25	229	36	277	47	404
4	229	15	277	26	230	37	277		
5	231	16	277	27	229	38	277		
6	230	17	444	28	230	39	277		
7	231	18	247	29	239	40	247		
8	277	19	243	30	186	41	225		
9	277	20	243	31	174	42	238		
10	277	21	247	32	179	43	176		
11	265	22	293	33	277	44	294		

REVISION

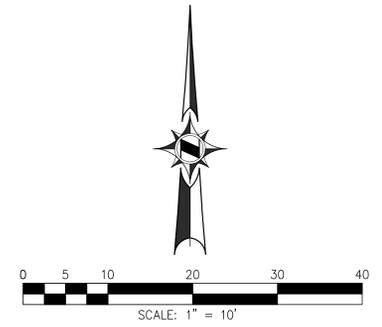
MARK	DATE	INITIAL	DESCRIPTION	APPR.	DATE

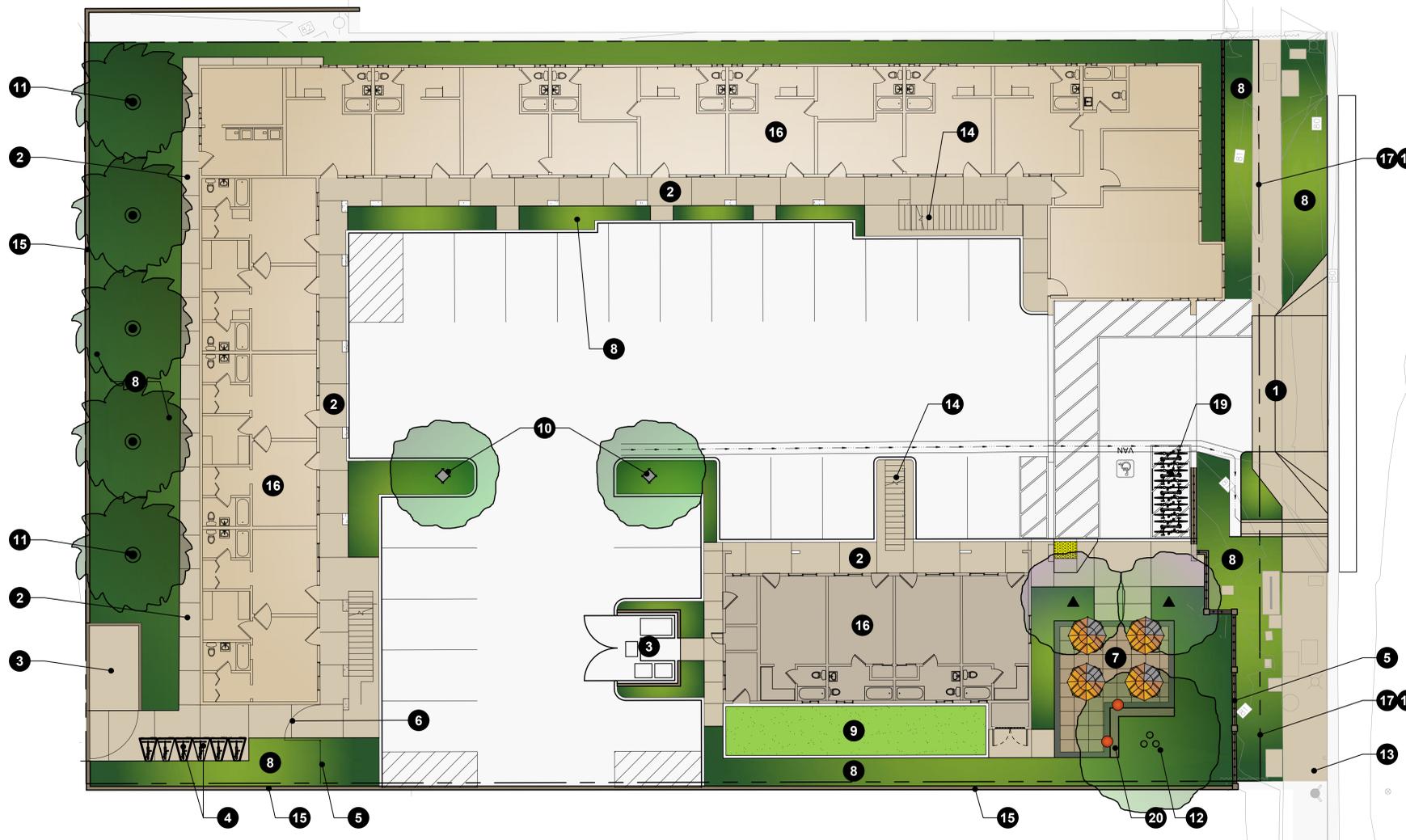
- EXISTING EASEMENTS**
- 1 INDICATES AN EASEMENT IN FAVOR OF L. T. BRADFORD FOR PIPELINES, DITCHES, AQUEDUCTS, TELEPHONE AND TELEGRAPH LINES, LIGHT AND POWER LINES, RAILROAD AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED JANUARY 23, 1917 IN BOOK 299, PAGE 176 OF DEEDS. (EASEMENT IS BLANKET IN NATURE)
 - 2 INDICATES AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR POLE LINE CONDUIT AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED FEBRUARY 15, 1951 IN BOOK 2144, PAGE 479 OF OFFICIAL RECORDS.
 - 3 INDICATES AN EASEMENT IN FAVOR OF SOUTHERN CALIFORNIA EDISON COMPANY FOR POLE LINE CONDUIT AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED JULY 16, 1958 IN BOOK 4351, PAGE 324 OF OFFICIAL RECORDS.
 - 4 INDICATES AN EASEMENT IN FAVOR OF THE CITY OF COSTA MESA FOR STREET AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED DECEMBER 8, 1961 IN BOOK 5938, PAGE 718 OF OFFICIAL RECORDS.
 - 5 INDICATES AN EASEMENT IN FAVOR OF THE CITY OF COSTA MESA FOR RIGHT OF WAY FOR STREET AND HIGHWAY AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED OCTOBER 5, 1966 IN BOOK 8067, PAGE 823 OF OFFICIAL RECORDS.
- INDICATES EASEMENT PLOTTED HEREON



MAP DATE IDENTIFIER
DATE OF LATEST CHANGE TO THIS MAP
04/15/25 BY: TNH
DATE OF THIS PLOT
04/15/25

**CONCEPTUAL SITE PLAN
MESA MOTEL
2205 HARBOR BOULEVARD
SHEET 1 OF 1**





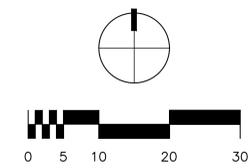
PROPOSED PLANT PALETTE

TREES						
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE / FORM	HT. X SPRD. X CAL. (MIN)	WATER USE	DESCRIPTION
	AGONIS FLEXUOSA	PEPPERMINT TREE	24" BOX STD.	8'H X 5'W X 4"C	L	FLOWERING TREE
	LAGERSTROEMIA INDICA X FAURIEI 'MUSKOGEE'	MUSKOGEE CRAPE MYRTLE	24" BOX MULTI.	8'H X 5'W	M	FLOWERING TREE
	OLEA EUROPAEA 'SWAN HILL'	OLIVE TREE	24" BOX STD.	8'H X 4'W	L	SPECIMEN TREE
	PINUS ELДАРICA	MONDELL PINE	24" BOX STD.	5'H X 4'W	L	SCREENING TREE
SHRUBS, GRASSES, & GROUNDCOVERS						
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	WATER USE	DESCRIPTION
	SESLERIA 'GREENLEE'	GREENLEE MOOR GRASS	1 GAL.	24" O.C.	M	ORNAMENTAL GRASS
	PODOCARPUS GRACILIOR	FERN PINE	15 GAL.	60" O.C.	L	SCREENING SHRUB
	ROSMARINUS O. 'PROSTRATUS'	CREEPING ROSEMARY	FLATS	36" O.C.	VL	FLOWERING GROUNDCOVER
	MUHLENBERGIA E. 'EL TORO'	BULL GRASS	5 GAL.	36" O.C.	M	ORNAMENTAL GRASS
	LANTANA 'NEW GOLD'	NEW GOLD LANTANA	1 GAL.	36" O.C.	L	FLOWERING GROUNDCOVER
	HESPERALOE PARVIFLORA	RED YUCCA	1 GAL.	36" O.C.	L	FLOWERING SUCCULENT

WATER USE KEY:
 VL = VERY LOW WATER USE, L = LOW WATER USE, M = MODERATE WATER USE, H = HIGH WATER USE. WATER USE STATED IS PER 'WATER USE CLASS LANDSCAPE SPECIES' (ALSO REFERRED TO AS 'WUCOLS IV') FOR THE CITY OF COSTA MESA.

LEGEND

- 1 ENTRANCE / EXIT
- 2 NATURAL CONCRETE
- 3 TRASH ENCLOSURE
- 4 BIKE LOCKER
- 5 FENCE
- 6 PEDESTRIAN GATE
- 7 ENAHCED CONCRETE PATIO
- 8 DROUGHT TOLLERANT LANDSCAPE
- 9 TURF PLAY AREA
- 10 PARKING LOT TREE
- 11 SCREENING TREE
- 12 SPECIMEN TREE
- 13 EXISTING PUBLIC SIDEWALK
- 14 EXISTING STAIR CASE TO REMAIN
- 15 EXISTING WALL
- 16 EXISTING BUILDING
- 17 RIGHT OF WAY
- 18 PROPERTY LINE
- 19 SHORT TERM BIKE RACK
- 20 LOW WALL



PLAN ISSUE DATES

Rev. Date	Description
12/20/24	SD SET
03/14/25	SD SET
04/15/25	SD SET

AGENCY APPROVAL

PLAN CHECK NO.

PA / PM	AN
Drawn By:	LS
Project No.:	24089

PRELIMINARY
 LANDSCAPE PLAN

L1.1

TREES



OLEA EUROPAEA 'SWAN HILL' / OLIVE TREE



AGONIS FLEXUOSA / PEPPERMINT TREE



PINUS ELДАРICA / MONDELL PINE



LAGERSTROEMIA INDICA X FAURIEI 'MUSKOGEE' / MUSKOGEE CRAPE MYRTLE

SHRUBS



LANTANA 'NEW GOLD' / NEW GOLD LANTANA



ROSMARINUS O. 'PROSTRATUS' / CREEPING ROSEMARY



SESLERIA 'GREENLEE' / GREENLEE MOOR GRASS



HESPERALOE PARVIFLORA / RED YUCCA



MUHLENBERGIA E. 'EL TORO' / BULL GRASS



PODOCARPUS GRACILIOR / FERN PINE