



*Mesa Verde*  
United Methodist Church

**Rev. Matt Hambrick**  
*Pastor*

**Brian Tipton Ph.D.**  
*Teaching Pastor*

**Shannon Randall**  
*Office Administrator*

**Deborah Gault**  
*Director*  
*Music Ministries*

**Zachariah DeChance**  
*Accompanist*

**Debbie Shaw**  
*Director*  
*Sanctuary Bells*

**Barbara Infranca**  
*Director*  
*Children's Ministries*

**Bill Darnall**  
*Technical Director*



**1701 Baker Street**  
**Costa Mesa, CA 92626**  
**714-979-8234 office**  
**office@mesaverdeumc.org**  
**www.mesaverdeumc.org**

**Sunday Schedule**  
**Worship: 9:00 am**  
**Nursery: 9:00 am**  
**Sunday School: 9:00 am**

Date: July 25, 2024

To: Planning Commission Chair and Members of the Planning  
Commission  
City of Costa Mesa  
77 Fair Drive  
Costa Mesa, CA 92626

Subject: Mesa Verde United Methodist Church  
Conditional Use Permit Application – Private School (K-12<sup>th</sup>)  
1701 Baker Street, Costa Mesa, CA, 92626

Dear Chair and Commissioners:

This letter is submitted as part of a Conditional Use Permit application for Mesa Verde United Methodist Church (referred hereafter to as the Church). Its purpose is to provide staff and Planning Commissioners with background information about our church, and the historical and current uses of the property. A narrative (Attachment 2) describing the specifics of our Conditional Use Permit request is attached along with our CUP submittal package.

In July 1960 the bishop of the Southern California-Arizona Conference of the Methodist Church (the Conference) appointed Richmond Johnson as the first pastor of the new church in the Mesa Verde neighborhood. In September 1960 the first service was held in the chapel at Southern California College now Vanguard University. More than 200 people attended. Mr. Robert (Bob) Mammano, who is currently on the Board of Trustees, was appointed the first Trustee in January 1961! In the early 1960's there were many homes being built in Mesa Verde area. The initial developers wanted to ensure home purchasers that there would be convenient community services for new Mesa Verde families which was a good distance away from the existing services in downtown Costa Mesa. In a strategic move, the home builders and city planners of Costa Mesa designated the intersection of Mesa Verde Drive and Baker Street for public institutions like schools, churches, and libraries.

A combination of the Methodist Church's desire to grow their nation-wide membership, and the desire of local home builders to offer full community services to this newly developing part of Costa Mesa facilitated the purchase of the property. The initial funding came partially from the Conference and partially from private loans made by members of the downtown Methodist Church. Several families switched their membership from the downtown Methodist church to this start-up to provide initial church leadership. Ground was broken at the southwest corner Baker and Mesa Verde East for the church on August 20, 1961. The first service in the chapel, now called the Sanctuary, was held in July 1962.

Currently Mesa Verde Church is an active congregation of the United Methodist Church (since 1968) with a senior pastor the Rev. Matt Hambrick. Since its inception, the Church has held to the idea that its facilities should be used as a resource and mission to the community. Our current ministries include a vocal choir, bell choir, and a recorded service posted on Facebook and YouTube. Stephen Ministry also provides trained volunteers who provide emotional and spiritual support for our members and the community as needed. We often host Red Cross blood banks and other community events. Our financial support and volunteer efforts to the community include Trellis for the Homeless in Costa Mesa, Hospitality Kitchen feeding the hungry based in Santa Ana, Share Ourselves in Costa Mesa, Project Hope Alliance, serving disadvantaged and homeless youth in Costa Mesa and Wise place serving unaccompanied homeless women in Santa Ana.

Church use of the facilities is primarily on Sundays and some evenings. During the day Monday through Friday 95% of facility space is unused. We recognize that families are looking for alternative education options for their children. This is reflected in families seeking private school environments, quality preschool to prepare for kindergarten and beyond, and after-school childcare. Therefore, over the decades we have successfully leased our buildings to third party tenants.

Our preschool began in 1966 and has held a valid State preschool permit ever since. School capacity was initially 40 students and later expanded to 80 (CUP obtained in 1967). The actual enrollment was increased in the 1980s to 60 and recently, expanded to 70. While the preschool is permitted by the State for 70 children and 80 children pursuant to the CUP, there is a current enrollment of 37 with 9 staff. The current long-term operator of the preschool, *Seaside Costa Mesa Preschool, Ltd*, immerses preschoolers in English, Spanish and Mandarin Chinese. In addition, the school emphasizes learning skills, exploration, and creative play. For example, one play yard is devoted to learning all about nature

The private school will be small with a maximum enrollment of 120 students from kindergarten to 12<sup>th</sup> grade. While the future tenant and school is unknown, we anticipate it could be a private school focused on language immersion like the preschool or a curriculum for students that learn differently needing an individualized program.

For additional private school operational details see the following attachments to this letter:

- 1) City of Costa Mesa Conditional Use Permit application form with the fee
- 2) Narrative statement of use for the private school
- 3) Plans package: site plan, floor plans, outdoor play areas, site aerial photograph
- 4) Operations plan for the school
- 5) Student drop off & pick-up plan (Vehicle circulation system)
- 6) Photographs of the campus and buildings (submitted separately on a thumb drive previously)
- 7) Radius Map and notice labels – deferred

We look forward to receiving approval of the Conditional Use Permit request from the Planning Commission and will gladly answer all questions of staff at your convenience. For questions, please contact me at 714 352-0549, Adrienne Gladson 714 319-9377, or via email at [office@mesaverdeumc.org](mailto:office@mesaverdeumc.org). Thank you for your time and consideration of our request.

Sincerely,

A handwritten signature in black ink that reads "Bea Volper". The signature is fluid and cursive, with the first name "Bea" and last name "Volper" clearly distinguishable.

Bea Volper, Trustee President  
Mesa Verde United Methodist Church

Attachments

CC: Adrienne Gladson, AICP  
Gladson Consulting

## Attachment 2

### Mesa Verde United Methodist Church – Conditional Use Permit Narrative Statement of Use – Private School (K-12<sup>th</sup>)

#### The Church Campus and Immediate Surroundings

The Church property is approximately 3-acres in size, has 113 parking spaces, 11 which are ADA compliant stalls, and is comprised of a sanctuary, fellowship hall, education building, administrative building (includes church offices), a large open lawn along Baker and Mesa Verde Drive East, several fenced playgrounds, and a patio for outdoor activities and lunch. The property is ADA accessible and has sidewalks along Baker and Mesa Verde with strong pedestrian paths and lighting throughout the Church campus. The surrounding uses include Pacific Academy to the north with Calvary Chapel use on Sundays, the Mesa Verde Branch Library to the east, a public high school to the northeast and single-family residents to the west and south. The project proposes no new structures or additions to any of the campus buildings as all classrooms fit well within the existing footprints of Fellowship Hall and the Administration buildings. We do plan to add an updated fire alarm system for the private school which we anticipate staff will make a condition of approval.

#### Compatibility with Church Activities

The church operates at peak capacity on Sunday mornings with church services in the morning and two (2) church staff working on-site during school hours Monday through Friday. The hours of operation for proposed school are from 7 am to 6:00 pm Monday through Friday with some activities outside school hours. Those events will be limited and coordinated with all church/school activities to ensure mutual success.

#### Preschool

An existing nursery (Seaside Preschool) school occupies the Education Building with two play yards designated only for them. One play area by the Administration and Education building and another between the Education building and Mesa Verde Drive. The preschool has an open drop off time starting at 7:00 am and pick up time is 2:30pm with extended care hours from 7am to 6 pm. The preschool with a *maximum capacity of 80 children* was approved by the city in the late 1960s. We note children are ***not*** dropped off in the parking lot rather a parent/guardian park and carry/walk the little one into the preschool.

#### Private School – Primary education (K-12<sup>th</sup>)

The Conditional Use Permit request is to operate a private primary education facility with a *maximum school enrollment of 120 students*. The school's hours of operation are from 7 am to 6 pm (with extended care after school) Monday through Friday with a maximum staff of 40. The private school will use only the Fellowship Hall and Administration buildings. Any events outside school hours will be limited and coordinated to ensure success. The school operator will stagger student drop off and pick-ups to ensure only 40 students will arrive or leave the site in the morning.

Our plan for student arrival/departures includes:

- Students will be dropped and picked up from vehicles entering the property from Mesa Verde Drive East
- Directional signage posted along the street and at the entrance from Mesa Verde Drive East
- Viewing a mandatory tutorial video demonstrating the student drop-offs and pickup system which must be viewed and signed off by parent(s)/guardian as part of the school orientation system.

- Exiting the campus via Baker (right turn only) as shown on the drop off and pick-up plan.
- A minimum of 4 school employees will be on duty in the parking lot in the designated student drop off areas to receive students in the morning and to ensure a safe pick-up in the afternoon.
- For the first 2 weeks of the school year, a minimum of 2 school employees will be stationed along the west side of Mesa Verde East Drive to guide and direct student arrivals in the morning.
- All vehicles traveling to school will use Baker Street (traveling westbound) turning left onto southbound Mesa Verde Drive East and then make a right turn into the campus. Use of northbound Mesa Verde East Drive from Adams Avenue will not be part of the vehicle entrance pattern.
- School staff will supervise all parking lot activities to limit noise impacts to the residential uses to the west and ensure student safety.
- Existing playground areas for the students are adjacent to Mesa Verde which are secured with proper fencing and comply with required development setbacks and criteria for playgrounds from the Costa Mesa zoning code and policy (see site plan for details).

See Attachment 3 for classroom layout and operational details of the school in Attachment 4 along with campus photographs in Attachment 7 previously provided to the city.

#### Traffic Flow and Parking

On Monday - Friday, a mandatory vehicle circulation pattern, approved by the city will be used. The pre-school's parents drop off students during the period of 7 am and 12 pm and pick up between 1 pm and 6 pm in a free flow. Traffic impacts during these hours is generally low, averaging less than 10 cars per hour at its peak. The preschool's drop off and pick up pattern is separate from that of the private school. The future school will have a separate supervised, continuous flow of a drop off, pick up pattern with students arriving in an assigned group (each group will be 40 students) for a total arrival window of 45 minutes in the morning. Parents will be assigned 15-minute window of arrival time. This pattern eliminates impacts on the Baker Street/Mesa Verde East intersection, and it doesn't impede peak commuter traffic on Baker Street or in the area.

With an off-street parking supply of 113 stalls on-site, there will be ample parking to accommodate the parking demands of the school. The following are also proposed:

- Staff will be required to arrive before 7:30 am to avoid peak traffic times and park in staff assigned parking areas of the parking lot.
- Even with the addition of a modest high school program, students are not permitted to drive to the campus.
- Some staff and students may walk to the campus, travel by bicycle, or thru a carpooling system with students from multi-families or siblings in one vehicle to reduce vehicle trips and miles traveled.

On the weekends there are no private school activities unless a school event is approved by the church. For additional traffic and circulation details see Attachment 6 and school's operation plan.

#### Compatibility with the Local Community and the City of Costa Mesa

The Church has no known records of any neighbor complaints associated with the existing preschool over the years. Regular Costa Mesa Fire Department and State Department of Social Services inspections have been successfully conducted over the 50 plus years of operation with no major violations or citizen complaints. We find a small private school to the church campus will be a good fit on our campus and the surrounding uses.

**Attachment 4**  
**Operations Plan for the Private School**  
**Mesa Verde United Methodist Church**  
**1701 Baker Street, Costa Mesa, CA 92626**

Detail	Projected/Maximum
Days/Hours of Operation	Monday through Friday - 7 a.m. to 6 p.m.
Maximum Number of Students	120
Maximum Number of Staff/Employees	40
Parent drop off times: Note all parent arrivals are staggered in 15-minute increments with an assigned drop-off time window	Morning drop off : Kindergarten : 8:30 am 1st to 12 <sup>th</sup> : 8 am and 8:15 am Afternoon pick up: 3:00 pm

Fellowship Hall	Administration Building
7 classrooms Grades 2 to 12 <sup>th</sup>	4 classrooms Grades Kindergarten and 1st

Anticipated enrollment numbers by grade level

Kindergarten I - 13  
Kindergarten II - 12  
1st Grade - 18  
2nd Grade I - 14  
2nd Grade II - 14  
3rd Grade - 9  
4th Grade - 12  
5th Grade - 9  
6th Grade - 9  
7th Grade - 3  
8th Grade – 2  
10th Grade - 4  
(119 total)

Recess and Lunch

Each class is assigned a 15-minute recess and 30-minute lunch which are staggered. A maximum of 40 students (or group of classes) are assigned to these break periods. Recess and lunch breaks are always supervised by school staff.

# Attachment 5

