



Planning Department
City of Costa Mesa, CA

November 17, 2025

Subject: Detailed Project Description – Grace Fellowship Church
Occupancy Upgrade to Convert Office Building to Church
3146 / 3152 Red Hill, Ave, Costa Mesa, CA.

Project Overview:

Grace Fellowship Church is seeking a Conditional Use Permit to convert an existing office building which, per the CBC, would be a B Occupancy to a Church occupancy of A3. The two structures would accommodate all church uses including a main assembly area, smaller youth gathering areas, Sunday school classrooms and staff offices.

Existing Property and Proposed Use:

The proposed project consists of two separate buildings on separate parcels at 3146 and 3152 Red Hill Ave. While the site is technically two parcels, it both appears and functions as one. The buildings on each site are identical but mirrored. The exterior facades are identical. The buildings share a common landscaped courtyard. Both buildings are currently used as offices (B Occupancy).

Each structure is two stories with 10,980 square feet on the 1st floor and 10,840 square feet on the 2nd floor for a total of 21,820 square feet per building.

The building at 3146 Redhill Ave will be used for the main church sanctuary, plus lobby and restrooms on the first floor) and administrative offices and multi-purpose spaces on the second floor.

The building at 3152 Redhill Ave will be used for church classrooms for small children, elementary, junior high and high school on both floors. It is important to note that a school (E Occupancy) or day care is not being proposed. The classrooms are only used for the time when the parents are in church service. The children are supervised and receive religious education. The classrooms are only accessory to the main Sanctuary which is the main religious worship room. The young children up to elementary school ages will use the rooms on the first floor. The “Youth” (High School and Junior High School ages) will use the gathering areas and Bible study rooms on the second floor. There is no intention of opening a school or day care.

Please note that both buildings are being classified as A3 (Church) per the CBC:

CBC 305.1.1 Accessory to Places of Religious Worship Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 303.1.4 and have occupant loads of less than 100 per room or space, shall be classified as Group A-3 occupancies.

The pickup and drop-off schedules for the children and youth using the classrooms are identical to the main church services. The children and youth's classroom schedule coincides with the adult's in the main sanctuary.

For comprehensive church use schedule, see the attachment at the end of this letter.

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Building Construction and Upgrades:

Based on the size of the structures and the proposed assembly occupant load, the occupancy upgrade from B to A3 will require seismic upgrades on both buildings. Additionally, fire sprinklers will be required, and an elevator will be added to both buildings.

The majority of this project will be an interior only Tenant Improvement. However, the elevators that are being added to both buildings will be located on the exterior facing Red Hill Ave and will create a minor exterior change.

Parking Analysis:

Per the city zoning code of Costa Mesa, one parking space shall be provided for every 35 square feet of area within the main assembly room.

The proposed main assembly space is 6,100 square feet which requires 174 parking spaces.

The site currently has 177 available parking spaces, six of which are accessible stalls; thus, the site can accommodate all required parking for both peak weekend uses and daily weekday uses.

Please feel free to contact me at my office if you have any specific questions or comments at (949) 294-4026.

Best Regards,



Anthony P. Massaro,
Architect

GRACE COMMUNITY CHRISTIAN CHURCH PROPOSED SCHEUDLE

SUNDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
6:45-8:00a	Main Sanctuary	10	rehersal and set up for Sunday service	3146 Building Main Sanctuary
8:20-9:50a	Classrooms 1-9	100	Children's church rooms	3152 Building - cooincides with main church service
8:20-9:50a	Main Sanctuary	360	Sunday Service	3146 Building Main Sanctuary
10:20-12p	Classrooms 1-9	100	Children's church rooms	3152 Building - cooincides with main church service
10:20-12p	Main Sanctuary	380	Sunday Service	3146 Building - Main church service
10:20-12p	Youth Assembly Room 1	40	Junior High	3152 Building - cooincides with main church service
10:20-12p	Youth Assembly Room 2	50	High School	3152 Building - cooincides with main church service
12:30-3:30p	Multipurpose Room	10	Student Leader Meeting	3152 Building 2nd floor

MONDAY

Time of Day	Facility Usage	Number of People	Purpose	Locatoin
8:00a-3:00p	Office	15	CRU Office Hours	3146 Buidling 2nd floor offices
9:00a-5:00p	Offices	15	Spiritual Direction Training	3146 Buidling 2nd floor offices
6:00-9:00p	Assembly Room	20	Bible Study	3152 Building 1st floor assembly room

TUESDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
8-8:45a	Classrooms	10	Blessing Childcare Set Up	3152 Builidng offices 1st floor
7:30-8:30a	Youth Assembly Room 1	20	Men's Bible Study	3152 2nd floor Assembly Room
8:45-11:15a	Main Sanctuary	120	Mothers Group	3152 1st floor Assembly Room
8:45a-5p	Offices	20	Office Hours for staff	3146 Building 2nd floor offices
6:00-9:00p	Classrooms 7-9	20	Bible Study Child Care	3152 Building 1st floor
7:00-10:00p	Sanctuary	100	Young Adults Bible Study	3146 Building Main Sanctuary

WEDNESDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
8:15-8:50a	Classrooms 7-9	5	Abide Childcare Set Up	3152 Building 1st floor
8:00-9:00a	Main Sanctuary	5	Abide Set Up	3146 Building Main Sanctuary
9:00-11:30a	Main Sanctuary	240	Womens Bible Study	3146 Building Main Sanctuary
9p-5p	Offices	20	Office Hours for staff	3146 Building 2nd floor offices
5-6:45p	Main Sanctuary	5	OVERFLOW Set Up	3146 Building Main Sanctuary
5:00-6:30p	Classrooms 7-9	15	Children's Ministry	3152 Building 1st floor
6:45-9:30p	Main Sanctuary	200	Youth Group	3146 Building Main Sanctuary
9:30-10p	Multi-purpose Room	20	OVERFLOW Leader Meeting	3152 Building 2nd floor
9:30-11p	Main Sanctuary	4	Cleaning Crew	3146 Building Main Sanctuary

THURSDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
7:00-8:30a	Multi-purpose Room	12	Axios Study Group	3152 Building 2nd floor
8:15-8:50a	Classrooms 7-9	5	Church Childcare Set Up	3152 Building 1st floor
9:00a-12p	Multi-purpose Room	10	Bible Study	3152 Building 2nd floor
9:00a-12p	Classrooms 7-9	20	Church Childcare	3152 Building 1st floor
9:00a-5p	Offices	20	Office Hours for staff	3146 Building 2nd floor offices
10:45a-11:45a	Multi-purpose Room	15	Staff Bible Study	3152 Building 2nd floor
4:45-7:00p	Main Sanctuary	5	Worship Rehersal	3146 Building Main Sanctuary
5:30-7:00p	Multi-purpose Room	6	Elders Meeting	3152 Building 2nd floor
6:00-9:00p	Multi-purpose Room	20	Bible Study	3152 Building 2nd floor

FRIDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
6:30-7:00a	Main Sanctuary	3	Facility Setup	3146 Building Main Sanctuary

7:00-8:30a	Main Sanctuary	250	Mens Bible Study	3146 Building Main Sanctuary
8:15-8:50a	Classrooms 7-9	5	Church Childcare Set Up	3152 Building 1st floor
9:00a-12p	Classrooms 7-9	20	Church Childcare	3152 Building 1st floor
9:00a-5:00p	Office 6-9	20	Office Hours for Staff	3146 Building 2nd floor offices
6:00-9:00p	Multi-purpose Room	20	Bible Study	3152 Building 2nd floor

SATURDAY

Time of Day	Facility Usage	Number of People	Purpose	Location
4:00-8:00p	Main Sanctuary	50	Worship Service	3146 Building Main Sanctuary