




# City of Costa Mesa

## Inter Office Memorandum

**TO:** CITY COUNCIL, PLANNING COMMISSION  
**CC:** LORI ANN FARRELL HARRISON AND JENNIFER LE  
**FROM:** WILLA BOUWENS-KILLEEN, ZONING ADMINISTRATOR   
**DATE:** MARCH 4, 2021  
**SUBJECT:** ZONING ADMINISTRATOR DECISION(S)

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This is to advise you of the following decision(s) made by the Zoning Administrator within the last week. Project descriptions have been kept brief for this notice. Please feel free to contact me by e-mail at [willa.bouwens-killeen@costamesaca.gov](mailto:willa.bouwens-killeen@costamesaca.gov) if you have any questions or would like further details. The decision will become final at 5:00 p.m. on March 11, 2021, unless appealed by an affected party, including filing of the necessary application and payment of the appropriate fee, or called up for review by a member of the Planning Commission or City Council.

**ZA-20-16**

**1635 Ohms Way**

**Description:** Zoning Application 20-16 is a request for a Minor Conditional Use Permit (MCUP) to operate an office use in the MG zone. The proposed project would renovate and combine suites A and B, transforming a 2,730-square-foot industrial space into an office use. As proposed, there would be two individual reception areas, two individual open work areas, two offices per suite (four offices total), and other areas for storage and telecommunications. The two suites would share a kitchenette and conference room. The remaining 3,915 square feet of gross floor area at the property identified as suites C, D, and E, are not proposed to change and would continue to be used for industrial and warehousing uses. The business will not interfere with the off-site parking approved for this site under PA-14-32 A2.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1), Existing Facilities.

Approved, subject to conditions.

Comments received: None