



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

DEVELOPMENT SERVICES DEPARTMENT

November 30, 2023

Alireza Mirzaei
The Khoshbin Company Inc.
18071 Fitch, Suite 100
Irvine, CA 92614

**RE: USE DETERMINATION FOR THE OPERATION OF OFFICE USES WITH AN ASSOCIATED ASSEMBLY SPACE
3150 BEAR STREET, COSTA MESA**

Dear Mr. Mirzaei:

Planning Division staff have reviewed your use determination request to operate an office use, with an associated assembly space located within the former cafeteria (Suite 250) of the Trinity Broadcast Network (TBN) building, now called The Palazzo by Khoshbin, located at 3150 Bear Street, Costa Mesa. The purpose of the use determination letter is to make a determination as to whether the proposed operation substantially conforms with and may operate under previously-approved entitlements.

Description of Property

The Palazzo is located on one 259,849-square-foot (6-acre) parcel. The property is located along Bear Street, north of Paularino Avenue and south of the San Diego Freeway (I-405). The property is zoned AP (Administrative and Professional District) and has a General Plan land use designation of General Commercial. The property contains one, three-story, 68,886-square-foot office building, built in the 1970s. The existing surface parking lot has a total of 241 parking spaces. The site was previously operated as an office headquarters and television production space for the TBN corporation.

Entitlement History

In 1975, General Plan Amendment GP-75-2A and Rezone R-75-19 changed the land use designation and zoning designation of the property from low density residential to commercial center, and single family residential to administrative and professional district, respectively. The building was originally entitled under conditional use permit ZE-75-19, and constructed by the Full Gospel Businessmen's Fellowship International, a faith-based organization.

In 1996, the Trinity Broadcasting Network obtained PA-96-19, the most recent entitlement, which authorized an administrative office complex including television production facilities, screening and meeting areas, incidental retail and meditation areas,

a cafeteria used by employees and visitors, an interactive museum, a variance for an increase in building height, and minor exterior improvements. Several other entitlements have been obtained for the property, but none have been utilized. Therefore, PA-96-19 is the most recent entitlement. Table 1 outlines the previous uses of each suite in the building, identified as part of PA-96-19. TBN ceased operations at the site in 2017 and sold the property.

<u>Suite #</u>	<u>Previous Use</u>
Suite 100	Souvenir Shop
Suite 150	Screening Rooms/Museum
Suite 100B	Reception Area
Suite 200	Support and Production for the TV Studio
Suite 250	Lunchroom and offices
Suite 200B	TV Studio
Third Floor	Administrative Offices and Meeting Areas

Table 1. Previous Uses of Each Suite

Description of Proposed Operations

The Palazzo by Khoshbin proposes to operate office uses at 3150 Bear Street, with Suite 250 of the building operating as an assembly space for gatherings associated with the Khoshbin Company. (This space was previously permitted as a lunch room cafeteria for up to 250 employees and guests, operating ancillary to TBN’s onsite office and television production studios).

The proposed assembly use would be limited to Suite 250 only, and a maximum of 250 persons would occupy Suite 250 at any given time. Only one assembly would take place per day at the site per the applicant’s description letter.

As shown in Table 2 and Figures 1 and 2, Suite 100 is proposed to be used as a social media studio, Suite 150 would be used for storage, and Suite 200 would be used as corporate offices for the Khoshbin Company. At this time, suites 100B and 200B and the entire third floor will not be used at any time, for any purpose, according to the applicant. No assemblies will take place outside the building. Events will not be permitted without an approved conditional use permit.

<u>Suite #</u>	<u>Proposed Use</u>
Suite 100	Khoshbin Company social media studio
Suite 150	Storage
Suite 100B	No Use
Suite 200	Khoshbin Company offices
Suite 250	Khoshbin Company assembly use
Suite 200B	No Use
Third Floor	No Use

Table 2. Proposed Uses of Each Suite

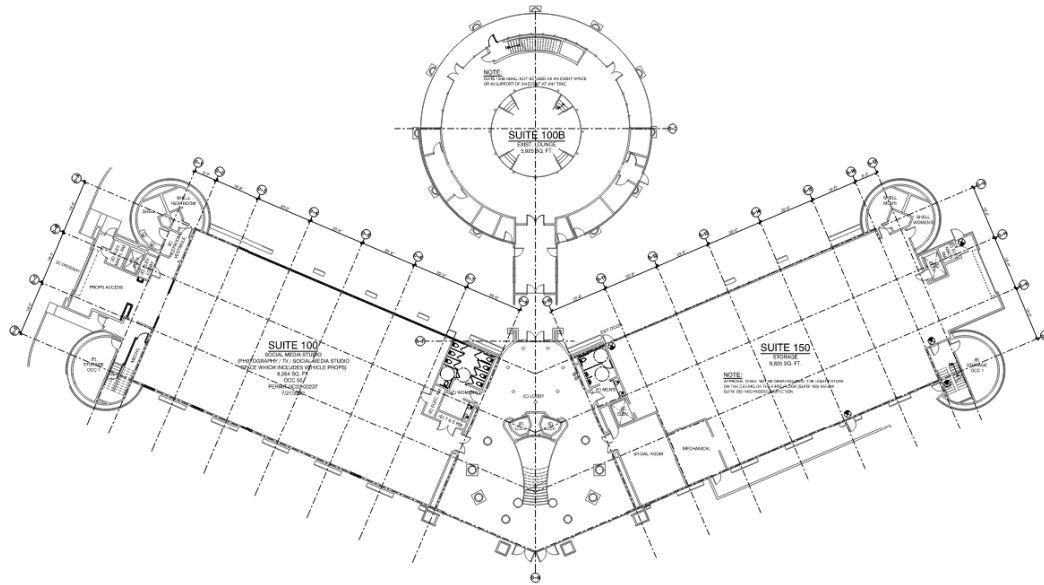


Figure 1. 1st Floor Layout

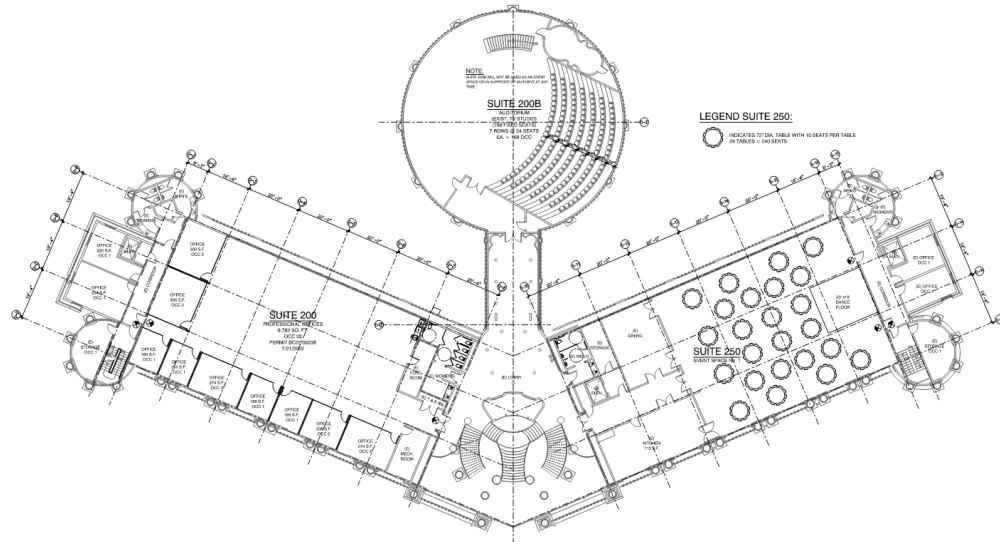


Figure 2. 2nd Floor Layout

Planning Application 22-37

Separately from this use determination, the Khoshbin Company has applied for conditional use permit PA-22-37 to operate an event center with potential onsite valet parking at the site. The application is currently under review by the City. A minor conditional use permit for outdoor activities and deviation from parking requirements is also included in the request.

The applicant would use the site temporarily as described in its use determination application, until such time as the conditional use permit for the proposed event center (or other use of the site) is approved.

Use Determination

This letter is being requested to determine whether limited operations at The Palazzo by Khoshbin may proceed in line with the characteristics and within the conditions of approval of previously-approved PA-96-19, while the applicant's conditional use permit application to operate an event center at the site is reviewed and decided on by the City.

The subject property is proposed to be used for office space for the Khoshbin Company, an associated social media space and assembly space for gatherings of no more than 250 people in Suite 250. The active entitlement (PA-96-19) previously allowed for a museum, office space, cafeteria, and filming studio with a live audience for the TBN corporation. The proposed operations of the Palazzo by Khoshbin, specifically, the use of Suite 250 as an assembly space, are substantially similar to the previously approved uses allowed under PA-96-19 and under the original conditions of approval.

The proposed use is consistent with previous entitlements because the former TBN cafeteria (Suite 250) allows for a maximum occupancy of 250 people and the site had already been approved for three auditorium spaces in the building with amplified music and audio-visual presentations. Two of those three locations have been removed and the third, according to the applicant's letter, will not be used. Additionally, PA-96-19 authorized a total of 300 attendees, spread out across the three assembly rooms, while the current proposal limits the number of people to 250 in the Suite 250 assembly space. Therefore, the use of the cafeteria as an assembly area is consistent with the previous entitlements.

Due to the similarities between the previously entitled operations and the limited operations for the Palazzo by Khoshbin, no increase in parking demand and trip generation is expected as part of this request.

Staff concludes that the temporary operation of limited office space and one assembly room with a maximum of 250 occupants is consistent with PA-96-19 and the property can accommodate the aforementioned use subject to the following operational limitations, as described by the applicant in its letter.

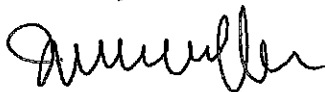
1. The use of the assembly space will be limited to the type of operation described in this use determination letter i.e. the use of an existing dining room (Suite 250) as an assembly space with a maximum of 250 occupants. No other portions of the building will be used as an assembly space or as support space (i.e. food preparation, attendee waiting area, dressing room, etc.) for any assemblies. Suite 200 will be used as a corporate office for the Palazzo by Khoshbin, Suite 100 will

- be used as a social media studio, and Suite 150 shall be used as storage. No portion of the third floor will be occupied or used for any purpose, at any time.
2. The assembly space (Suite 250) will be used for gatherings associated with the Khoshbin Company and will not be used when any other areas of the building are operating (i.e. the offices and social media studio).
 3. The temporary operation may remain in place for up to six months or until a discretionary application for a permanent use of the site is approved, denied, voided or withdrawn, whichever occurs first. The denial, voiding or withdraw of a discretionary application shall immediately and automatically terminate the applicability of this determination.
 4. The third floor will remain blocked off to all persons at all times, with physical barriers, and will not be used for any purpose at any time.
 5. Suites 100B and 200B will not be used for any purpose at any time.
 6. No assemblies will take place outdoors.
 7. Assemblies will take place only in Suite 250. Attendees and assembly staff will not occupy or operate in any other portion of the building.
 8. Assemblies will be limited to one assembly per day.
 9. Assembly hours of operation will be limited to 8:30 a.m. until 9:00 p.m., Sunday through Thursday, and 8:30 a.m. until 10:00 p.m., Friday and Saturday.
 10. The maximum occupancy of Suite 250 will be limited to a total of 250 persons.
 11. All employees, guests and visitors to the subject property will park on-site. No parking is permitted in the adjacent residential neighborhoods at any time.
 12. No valet parking will be permitted as part of the temporary operation.
 13. All conditions of approval listed in PA-96-19 will remain in effect.
 14. A copy of this use determination letter will be kept on premises and presented to any authorized City official upon request.
 15. Noise will not be generated beyond the thresholds outlined in CMMC 13-280 (Exterior Noise Standards).

Be advised that if any aspect of this business changes or is inconsistent with the information contained in the business description, this determination does not apply and shall become null and void.

If you have any questions or comments, please contact the project planner Caitlyn Curley at 714-754-5692, or at caitlyn.curley@costamesaca.gov.

Sincerely,



JENNIFER LE
Economic and Development Services Director

- Attachments:
1. PA-96-19 Staff Report
 2. Proposed Operations Description
 3. Proposed Operations Floor Plan

PLANNING DIVISION STAFF REPORT

AGENDA NO. 7.6.

SITE LOCATION 3150 Bear Street

APPLICATION NO. PA-96-19

AP # 141-521-48,49

MANDATORY ACTION DATE _____

APPLICANT Trinity Christian Center
of Santa Ana (Record)

AUTHORIZED AGENT William E. Skinner

ADDRESS 2442 Michelle Drive
Tustin, CA 92680

ADDRESS 3185-F Airway Avenue
Costa Mesa, CA 92626

Applicant is reminded that all ordinances and regulations governing the use of the land or building(s) to which this application pertains must be complied with whether specified herein or not.

PREPARED BY Willa Bouwens-Killeen
Senior Planner

DATE PREPARED March 5, 1996

LAST UPDATE March 19, 1996

REQUEST:

A Conditional Use Permit for an administrative office complex including TV production facilities, screening and meeting areas, incidental retail and meditation areas, with remodeling of the exterior elevations, and a Variance to allow an increase from 30' to 37' maximum building height, for Trinity Broadcasting Network.

STAFF RECOMMENDATION:

FINAL COMMISSION ACTION: March 25, 1996

Approved Conditional Use Permit and approved the Variance to allow an increase from 30' to 37' maximum building height by adoption of Planning Commission Resolution PC-96-26, based on analysis and information contained in the Planning Staff Report and Findings in Exhibit "A", with modifications and additions in Exhibits.

subject to conditions contained in Exhibit "B"

(4-0, Libby Cowan absent)

APPLICANT NOTIFIED ns DATE March 27, 1996

CITY OF COSTA MESA, 77 FAIR DRIVE, COSTA MESA, CA 92628-1200 (714) 754-5245



I. PLANNING COMMISSION MEETING OF MARCH 11, 1996

Continue to the meeting of March 25, 1996, to allow publication of a Variance for additional building height.

II. PLANNING COMMISSION ACTION - MEETING OF MARCH 11, 1996

Continued to the meeting of March 25, 1996.

III. PLANNING COMMISSION MEETING OF MARCH 25, 1996 - DESCRIPTION

A. Subject Property

1. Location - 3150 Bear Street
2. General Plan Designation - General Commercial
3. Zone - AP
4. Present Development - 65,650 sq.ft., three story office building
5. Lot Area - Approximately 6 acres
6. CEQA - Exempt, Class 1

B. Surrounding Property

1. North - (Across 405 Freeway) - C1-S, South Coast Plaza
2. South - CL, office building and PDR-LD, single family residential project (under construction)
3. East - R1, single family residences
4. West - I&R, Shiffer Park

C. Request

Conditional Use Permit for an administrative office complex including TV production facilities, screening and meeting areas, incidental retail and meditation areas, with remodeling of the exterior elevations and a Variance to allow an increase in building height to a 37' maximum for the Trinity Broadcasting Network.

D. Background

The building was originally approved under a Conditional Use Permit in 1976 (Zone Exception Permit ZE-76-20). A Conditional Use Permit was required due to the zoning requirements in effect at the time. Under that permit, a maximum building height of approximately 44' was approved for the office building. However, the auditorium was approved and constructed at a 30' height.

IV. PROJECT DESCRIPTION

The applicant proposes to convert the facility to the international headquarters for Trinity Broadcasting Network. Included in the proposed facility are administrative offices, a small souvenir shop, meditation room, TV control rooms, reception areas, a small TV studio and two screening rooms. The building is currently used for office purposes with related meeting room areas.

The various uses, with the amount of area devoted to each and anticipated hours are as follows:

FIRST FLOOR

West Wing - 8,013 sq.ft.

This area is to contain a souvenir shop selling related memorabilia, as an ancillary use to the screening/historical display area and the TV studio. Additionally, a meditation room is proposed for personal reflection, not church-type services. Proposed hours of operation are 8:30 a.m. to 5:30 p.m.; the souvenir shop may remain open until 7:00 p.m. on some evenings.

East Wing - 8,013 sq.ft.

Two screening rooms with 50 seats each and an adjacent walk-through historical display area are proposed. Proposed hours of operation are 8:30 a.m. to 5:30 p.m.

Center Portion - 6,556 sq.ft.

This includes a "satellite" portion of the building and consists of an existing 3,504 sq.ft. auditorium, to be used as a reception area for guests and visitors. The applicant states that this is consistent with present use. Additionally, there is lobby and access area to the auditorium. The auditorium is to be in use between 8:30 a.m. and 5:30 p.m.

SECOND FLOOR

West Wing - 8,013 sq.ft.

This area contains support and production area for the TV studio and is proposed to include viewing, engineering, video and audio offices. These areas will be in use between 7:00 p.m. and 10:00 p.m.

East Wing - 8,013 sq.ft.

Existing lunchroom and offices are to be retained. Anticipated times of use are 8:30 a.m. to 5:30 p.m.

Central Portion - 7,498

A 200 seat TV studio, totalling 5,026 sq.ft., is to be provided in the satellite portion of the building. Anticipated times of use are 7 p.m. to 10 p.m. The remainder of the area consists of lobby and corridor/access area.

THIRD FLOOR

West Wing- 8,013 sq.ft.

All of the wing is to continue to be used as administrative offices, occupied from 8:30 a.m. to 5:30 p.m.

East Wing - 8,013 sq.ft.

Area is to be used as meeting area, with possible conversion to office in the future. This is also to be used between 8:30 a.m. and 5 p.m.

Central Portion - 1,940 sq.ft.

To continue to be used as circulation area.

The Conditional Use Permit is required because the AP zone of the property does not permit retail uses and/or TV production services.

A remodeling of the exterior is to occur in conjunction with the interior renovations. The height of the auditorium will be raised to accommodate the proposed TV studio (existing height is 30'; proposed height is 37'). Building area will not be increased. Unlike other commercial zones in the City, Code does not allow a Conditional Use Permit to be used to exceed building height requirements in the AP zone; consequently, a Variance is required.

V. PLANNING STAFF ANALYSIS

The proposed use should not adversely impact the existing residential development to the east and the new residential project to the south. The earliest any activity is to occur is 8:30 a.m., with the TV studio and support uses to end by 10:00 p.m. The majority of the uses will occur during

weekdays and will be low-key in nature (offices, limited retail, the meditation center, etc.). The portion of the building where the TV studio is located is a minimum of 190' away from the closest residential property, and a 5' to 6' high masonry wall either exists or will be constructed on the common property lines between this project and the residences.

Parking requirements have been calculated based on the diverse uses proposed for this building. A ratio of 1 parking space per 3 seats, as required for theaters and similar uses, has been used to calculate parking for the TV studio and screening rooms, with 4 spaces per 1,000 sq. ft. gross building area applied to the remainder of the building. Based on those ratios, 201 spaces would be required before 7 p.m.; and 121 spaces would be required after 10 p.m. Since the parking lot contains 288 spaces, more than adequate parking exists to support the use.

As previously stated, the increase in the auditorium height, from 30' to 37', triggers the requirement for a Variance from building height requirements. The additional height is only to accommodate the TV studio equipment; no additional building area is proposed. The auditorium is located well in excess of the required setback (two times the building height) from the residentially zoned property to the east (74' required; 190' provided) and is 100' from the 405 Freeway. For these reasons, it is the opinion of the Planning Staff that the additional height will not adversely impact surrounding properties. However, Staff is unable to make the necessary "hardship" findings to recommend approval of the Variance.

To recommend approval of the Variance, the property must have some unusual physical characteristics that prevent it from enjoying the same development privileges of other similarly zoned properties in the area. The site does not have unusual topography and far exceeds minimum lot width and area standards. Therefore, although Staff can recommend approval of the Conditional Use Permit, Staff is unable to make a recommendation of approval for the Variance.

The proposed use is commercial in nature and consists primarily of offices with ancillary uses. Therefore, the use is consistent with the General Commercial General Plan designation of the site.

When Staff visited the site, it was noticed that the parking lot paving is rutted and the striping has faded. Additionally, the landscaping needs to be upgraded to once again

satisfy City requirements. Conditions of Approval have been included regarding these matters. Furthermore, Staff is concerned that this use may require the installation of antennas. Staff wishes to protect the appearance of this site as it impacts surrounding properties. Therefore, a condition has been included requiring compliance with City Codes, including the processing of a Minor Conditional Use Permit where applicable, should the installation of any antennas be proposed. Lastly, a condition has been included requiring Planning Staff approval of any exterior lighting that may be proposed, to help ensure adjacent residents will not be impacted.

VI. PLANNING STAFF RECOMMENDATION

Approve the Conditional Use Permit and deny the Variance by adoption of Planning Commission Resolution, based on Findings contained in Exhibit "A", and subject to conditions contained in Exhibit "B" .

(3PA9619)

RESOLUTION NO. PC-96-24

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COSTA MESA APPROVING PLANNING ACTION PA-96-19.

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA HEREBY RESOLVES AS FOLLOWS:

WHEREAS, an application was filed by William Skinner, authorized agent for Trinity Christian Center of Santa Ana, with respect to real property located at 3150 Bear Street, requesting a Conditional Use Permit for an administrative office complex including TV production facilities, screening and meeting areas, incidental retail and mediation areas, with a Variance from building height requirements in the AP zone; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on March 25, 1996.

BE IT RESOLVED that, based on the evidence in the record and the findings contained in Exhibit "A", and subject to the conditions contained in Exhibit "B", the Planning Commission hereby APPROVES Planning Action PA-96-19 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 operation of the business or activity in the manner described in the Staff report for Planning Action PA-96-19, and upon applicant's compliance with each and all of the conditions contained in Exhibit "B". Should any material change occur in the operation, or should the applicant fail to comply with the conditions of approval, then this Resolution, and any approvals herein contained, shall be deemed null and void.

PASSED AND ADOPTED this 25th day of March, 1996.

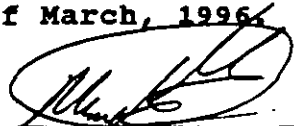

Vice Chair, Costa Mesa
Planning Commission

EXHIBIT "A"

FINDINGS

- A. The information presented substantially complies with Costa Mesa Municipal Code Section 13-347 in that the proposed administrative office complex, including TV production facilities and other ancillary uses, is substantially compatible with developments in the same general area; granting the Conditional Use Permit will not be detrimental to the health, safety and general welfare of the public or other properties or improvements within the immediate vicinity; and granting the Conditional Use Permit will not allow a use, density or intensity which is not in accordance with the General Plan designation for the property. Specifically, the use is primarily administrative offices with some minor ancillary commercial uses, with the majority of the uses to be conducted weekdays between 8:30 a.m. and 5:30 p.m. Furthermore, the use should not impact adjacent residents because the facility will not be used between 10:00 p.m. and 8:30 a.m., and a 5' to 6' high block wall either exists or will be constructed on the property lines abutting residentially-zoned property.
- B. The information presented substantially complies with Section 13-346 of the Costa Mesa Municipal Code in that a legal building height of 42' already exists on site and forms a much more massive building; the portion of the building in question is twice as far from residential property as the portion that is 42' in height; the nearest property line is the 405 freeway right-of-way.
- C. The project has been reviewed for compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and the City environmental procedures, and has been found to be exempt.
- D. The project is exempt from Article 22½, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

EXHIBIT "B"

CONDITIONS OF APPROVAL

- Plng.1. The Conditional Use Permit herein approved shall be valid until revoked, but shall expire upon discontinuance of the activity authorized hereby for a period of 180 days or more. The Conditional Use Permit may be referred to the Planning Commission for modification or revocation at any time if the Conditions of Approval have not been complied with, if the use is being operated in violation of applicable laws or ordinances, or if, in the opinion of the Development Services Director or his designee, any of the findings upon which the approval was based are no longer applicable.
2. Street addresses shall be displayed on the freestanding ground sign or, if there is no freestanding sign, on the fascia or store front adjacent to the main entrance of the building, in a manner visible to the public street. Numerals shall be a minimum 12" in height with not less than 3/4" 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 4" in height with not less than 1/4" stroke and shall contrast sharply with the background.
 3. 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.
 4. The Conditions of Approval and Code Requirements of Planning Action PA-96-19 shall be blueprinted on the face of the site plan.
 5. The applicant shall contact the Planning Division to arrange for a "Special Requirements" inspection of the site prior to the release of occupancy. This inspection is to confirm that the Conditions of Approval and Code Requirements have been satisfied.
 6. The use shall be limited to the type of operation described in the Staff report. Any change in the operational characteristics will require an amendment to the Conditional Use Permit, subject to Planning Commission approval.
 7. The TV studio and its support uses shall not operate at the same time as the administrative offices. Furthermore, other than the offices, no uses shall be conducted after 10 p.m.
 8. The business 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 whatever security and operational measures are necessary to comply with this requirement.
9. Any exterior lighting, either added to the parking lot or to illuminate the building, or for television production shall be submitted to the Planning Division for review prior to obtaining building permits.
 - Eng. 10. Submit required cash deposit or surety bond to guarantee construction of off-site street improvements at time of permit per Costa Mesa Municipal Code Section 15-32, and as approved by City Engineer. Cash deposit or surety bond amount to be determined by the City Engineer.
 11. Obtain a permit from the Engineering Division, at the time of development and modify P.C.C. driveway approach per City of Costa Mesa Standards as shown on the offsite plan to meet A.D.A. requirements.
 12. Dedicate a 3-foot public utility easement behind existing right-of-way line on Bear Street.
 13. Submit legal description for the new area of dedication, plat of new dedication area, both prepared by a civil engineer, and Title Report Update of subject property.
 14. Review trash enclosure location for possible relocation and/or modification of pick-up schedule, under the direction of the Planning Division.
 15. Review gate design and construction for possible improvement of security under the direction of the Planning Division.

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.

- Plng.1. The installation of any antennas shall comply with City requirements, including the processing of a Minor Conditional Use permit as applicable.
2. The landscaping shall be replanted to satisfy current landscape requirements as regards number of trees and shrubs and type of ground covers.
3. The parking lot shall be repaired, resealed and restriped, consistent with City requirements, under the direction of the Planning and Building Divisions. Parking stalls shall be double-striped in accordance with City standards.
4. All compact parking spaces shall be clearly marked "compact" or "small car only".
5. Approval of the Planning Action is valid for one (1) year and will expire at the end of that period unless building

- permits are obtained and business commences or the applicant applies for and is granted an extension of time.
6. 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.
 7. Permits shall be obtained for all signs according to the provisions of the Costa Mesa Sign Ordinance.
 8. All work shall be conducted under-roof.
 9. Development shall comply with all requirements of Article 16, Chapter II, Title 13 of the Costa Mesa Municipal Code.
 10. Any new on-site utility services shall be installed underground.
 11. Installation of any 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.
 12. Any mechanical equipment such as air-conditioning equipment and duct work shall be screened from view in a manner approved by the Planning Division.
 13. Four (4) sets of detailed landscape and irrigation plans shall be required as part of the project plan check review and approval process. Three (3) sets shall be provided to the representative Water Agency and one (1) set shall be submitted to the Planning Division for review. Plans shall be approved by the Water Agency with two (2) approved sets forwarded by the applicant to the Planning Division for final approval prior to issuance of building permits.
 14. Two (2) sets of landscape and irrigation plans, approved by both the Water Agency and the Planning Division, shall be attached to two of the final building plan sets.
 15. Landscape and irrigation plans shall meet the requirements set forth in Costa Mesa Municipal Code Sections 13-263 through 13-266 as well as irrigation requirements set forth by the Water Agency. Consult with the representative Water Agency (Mesa Consolidated Water District, Ray Barela - 631-1200) for requirements.
 16. Landscaping and irrigation shall be installed in accordance with the approved plans prior to final inspection or occupancy clearance.
 17. All landscaped areas shall be separated from paved vehicular areas by 6" high continuous Portland cement concrete curbing.
 18. Trash enclosures or other acceptable means of trash

disposal shall be provided. Design of trash enclosures shall conform with City standards. Standard drawings are available from the Planning Division.

- Bldg.19. Comply with the requirements of the Uniform Building Code as to design and construction and CCR Title 24 pertaining to "Disabled Access Regulations".
- Eng. 20. At the time of development submit for approval an Off-site Plan to the Engineering Division and Grading Plan to the Building Division that shows sewer, water, existing parkway improvements and the limits of work on the site, prepared by a civil engineer or architect. Site access approval must be obtained prior to Building or Engineering Permits being issued by the City of Costa Mesa. Pay Offsite Plan Check Fee to the Engineering Division. An approved Offsite Plan and fee shall be required prior to Engineering/Utility Permits being issued by the City.
- Fire 21. A Fire Department permit for Place of Assembly is required.
22. Any interior alterations will require appropriate alteration of the automatic fire sprinkler system.

SPECIAL DISTRICT REQUIREMENTS

The requirement of the following special district is hereby forwarded to the applicant:

- Sani.1. Applicant shall pay all applicable Sanitary District fixture fee charges (754-5307).



October 7, 2023

City of Costa Mesa
Development Services Department
Attn: Daniel Inloes, AICP
77 Fair Drive
Costa Mesa, CA, 92626

Subject: The Palazzo Banquet Facility Interim Submittal Plan

On behalf of The Palazzo Event Center LLC., I am pleased to submit our interim submittal plan to operate temporarily under existing use and approval for our building located at 3150 Bear St, Costa Mesa, CA 92626.

The operations of the facility shall be conducted as outlined below:

- i. The facility will only accommodate one event per day. There will not be any simultaneous events taking place.
- ii. Max occupancy for the assembly spaces as permitted and approved during prior operations are outlined as such:

Suite	Name	Max Occupancy
250	Assembly Space	250

- iii. During our interim use, we are only utilizing suite 250 as assembly space under existing use and approval. assembly will take place only in suite 250. Attendees and event staff will not occupy or operate in any other portion of the building. No portion of any events will take place outdoors
- iv. The third floor shall remain blocked off to all persons at all times and not used for any purpose at any time.
- v. Suite 250 currently measures +/- 9,438 Sf, at a parking ratio of 12.33/1,000 it will require 116 parking spaces. This site has +/- 282 parking spaces, which is adequate.
- vi. Per our discussion with city staff on August 3, 2023 the outlined operation is in conformance with existing entitlements and approved use onsite.
- vii. A site plan with layout of the assembly space has been attached as Exhibit A for review and reference to this operation plan.
- viii. The temporary operation may remain in place for up to six months or until a related CUP application is approved, denied, voided, or withdrawn, whichever occurs first. The denial, voiding or withdrawal of a related CUP application shall immediately and automatically terminate this

temporary operation.

- ix. All existing and active conditions of approval shall adhere to.
- x. Assembly hours of operation shall be limited to 8:30am until 9:00pm, Sunday through Thursday, and 8:30am until 10:00pm, Friday and Saturday.
- xi. Noise shall not be generated beyond the thresholds outlines in CMMC 13-280 (Exterior Noise Standards).
- xii. The assembly space (Suite 250) will not be used when any other areas of the building are operating (i.e. the offices and social media studio).
- xiii. The third floor will remain blocked off to all persons at all times, with physical barriers, and will not be used for any purposed at any time.
- xiv. No assemblies will take place outdoors.
- xv. Assemblies will take place only in Suite 250. Attendees and assembly staff will not occupy or operate in any other portion of the building.
- xvi. The maximum occupancy of Suite 250 will be limited to a total of 250 persons
- xvii. All employees, guests and other visitors to the subject property will park on-site. No parking will be permitted in the adjacent residential neighborhoods at any time.
- xviii. No valet parking will take place as part of the temporary operation.
- xix. If parking shortages or other parking-related problems arise, the operator will institute appropriate operational measures necessary to minimize or eliminate the problem.
- xx. All conditions of approval listed in PA-96-19 will remain in effect.
- xxi. The applicant will allow the Economic and Development Services Department to inspect the subject building for the duration of the temporary operations
- xxii. A copy of this use determination letter will be kept on premises and presented to any authorized City official upon request.

We are looking forward to obtaining approval on this interim submittal plan to commence our interim use as an event center. If there are any questions or further information needed to operate as an interim event center, please feel free to reach out via email at Ali@khoshbin.com or call/text at 858-705-8184.

Sincerely,



Alireza Mirzaei

INTERIM SUBMITTAL PLAN TO OPERATE TEMPORARILY UNDER EXISTING USE AND APPROVAL FOR BUILDING LOCATED AT 3150 BEAR ST, COSTA MESA, CA 92626.

- The operations of the facility shall be conducted as outlined below:
- The facility will only accommodate one event per day. There will not be any simultaneous events taking place.
 - Max occupancy for the assembly spaces as permitted and approved during prior operations are outlined as such:

Suite	Name	Max. Occupancy
250	Assembly Area	250

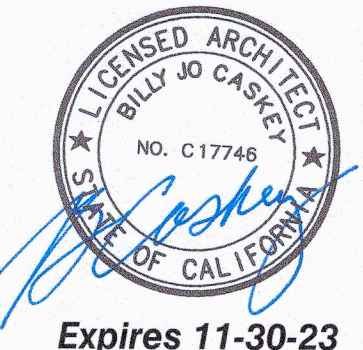
- During our interim use, we are only utilizing suite 250 as assembly space under existing use and approval. Assembly will take place only in suite 250. Attendees and event staff will not occupy or operate in any other portion of the building. No portion of any events will take place outdoors.
- The third floor shall remain blocked off to all persons at all times and not used for any purpose at any time.
- Suite 250 currently measures +/- 9,438 SF. at a parking ratio of 12.33/1,000 it will require 116 parking spaces. This site has +/- 282 parking spaces, which is adequate.
- The our discussion with city staff on August 3, 2023 the outlined operation is in conformance with existing entitlements and approved use onsite.
- A site plan with layout of the assembly space has been attached as Exhibit A for review and reference to this operation plan.
- The temporary operation may remain in place for up to six months or until a related CUP application is approved, denied, voided, or withdrawn, whichever occurs first. The denial, voiding or withdrawal of a related CUP application shall immediately and automatically terminate this All existing and active conditions of approval shall adhere to.
- Assembly hours of operation shall be limited to 8:30am until 9:00pm, Sunday through Thursday, and 8:30am until 10:00pm, Friday and Saturday.
- Noise shall not be generated beyond the thresholds outlined in CMMC 13-280 (Exterior Noise Standards).
- The assembly space (Suite 250) will not be used when any other areas of the building are operating (i.e. the offices and social media studio).
- The third floor will remain blocked off to all persons at all times, with physical barriers, and will not be used for any purpose at any time.
- No assemblies will take place outdoors.
- Assemblies will take place only in Suite 250. Attendees and assembly staff will not occupy or operate in any other portion of the building.
- The maximum occupancy of Suite 250 will be limited to a total of 250 persons.
- All employees, guests and other visitors to the subject property will park on-site. No parking will be permitted in the adjacent residential neighborhoods at any time.
- No valet parking will take place as part of the temporary operation.
- If parking shortages or other parking related problems arise, the operator will institute appropriate operational measures necessary to minimize or eliminate the problem.
- All conditions of approval listed in PA-96-19 will remain in effect.
- The applicant will allow the Economic and Development Services Department to inspect the subject building for the duration of the temporary operations.
- A copy of this use determination letter will be kept on premises and presented to any authorized City official upon request.

BILL CASKEY
+ ASSOCIATES, INC.

630 CAMEO HIGHLANDS DRIVE
CORONA DEL MAR, CA 92625
TEL: (714)624-7086
EMAIL: bjcdesign@sbcglobal.net

DRAWING DATE: 7/28/2023

SHEET INDEX	
1	FIRST FLOOR PLAN
2	SECOND FLOOR PLAN

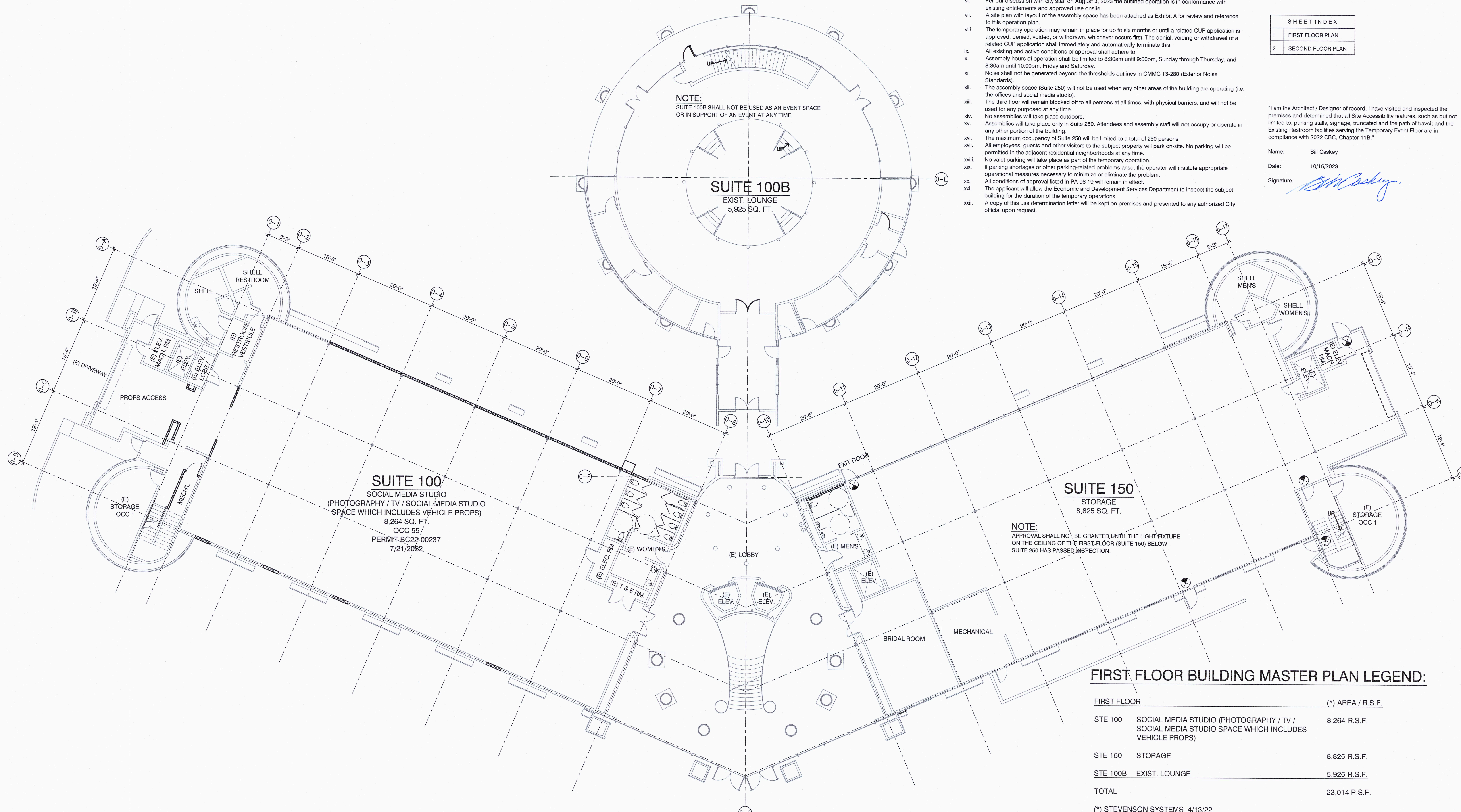


"I am the Architect / Designer of record. I have visited and inspected the premises and determined that all Site Accessibility features, such as but not limited to, parking stalls, signage, truncated and the path of travel; and the Existing Restroom facilities serving the Temporary Event Floor are in compliance with 2022 CBC, Chapter 11B."

Name: Bill Caskey

Date: 10/16/2023

Signature: *Bill Caskey*



FIRST FLOOR BUILDING MASTER PLAN LEGEND:

FIRST FLOOR	(*) AREA / R.S.F.
STE 100 SOCIAL MEDIA STUDIO (PHOTOGRAPHY / TV / SOCIAL MEDIA STUDIO SPACE WHICH INCLUDES VEHICLE PROPS)	8,264 R.S.F.
STE 150 STORAGE	8,825 R.S.F.
STE 100B EXIST. LOUNGE	5,925 R.S.F.
TOTAL	23,014 R.S.F.

(*) STEVENSON SYSTEMS 4/13/22

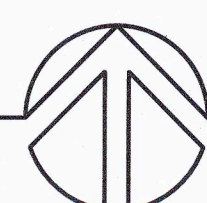
⊗ = EXIT DOORS - EQUIPPED WITH PANIC HARDWARE / EXIT SIGNS ABOVE DOORS

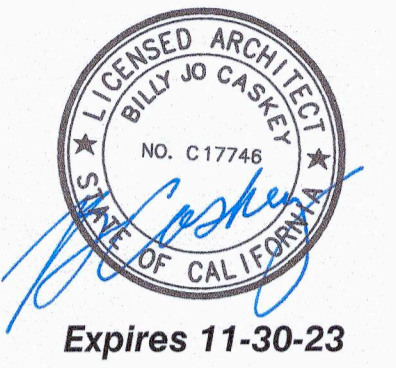
OCCUPANCY TYPE: B OFFICE
FLOORS: 3
CONSTRUCTION TYPE: TYPE V / AUTOMATIC SPRINKLERS THROUGHOUT. THE SPRINKLER SYSTEM & ALL FIRE PREVENTION WILL BE OPERATIONAL.

PERMIT / DEMO
BC21-00616
10/05/2021

FIRST FLOOR PLAN

SCALE: 3/32" = 1'-0"



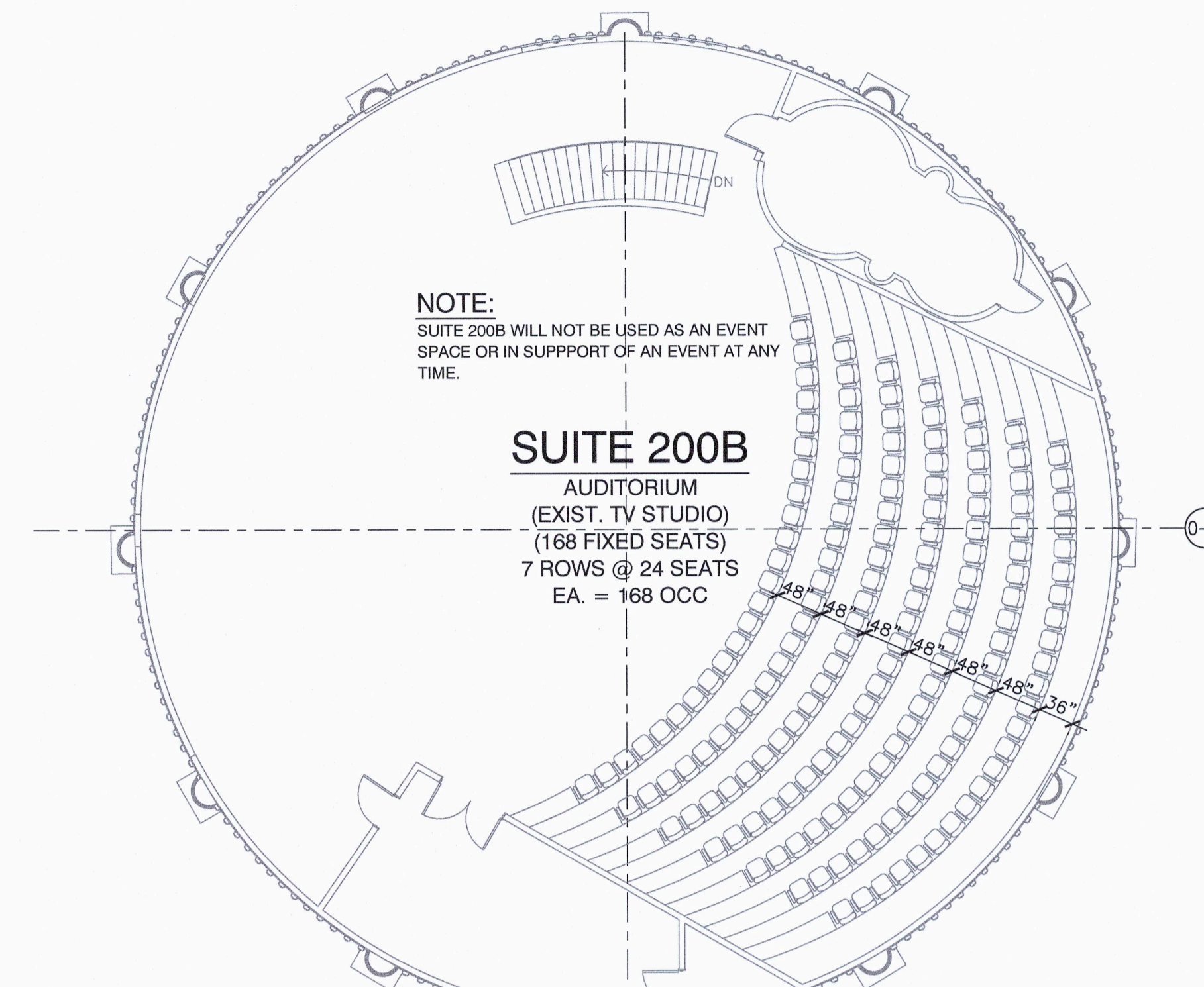


"I am the Architect / Designer of record. I have visited and inspected the premises and determined that all Site Accessibility features, such as but not limited to, parking stalls, signage, truncated and the path of travel; and the Existing Restroom facilities serving the Temporary Event Floor are in compliance with 2022 CBC, Chapter 11B."

Name: Bill Caskey

Date: 10/16/2023

Signature: *Bill Caskey*

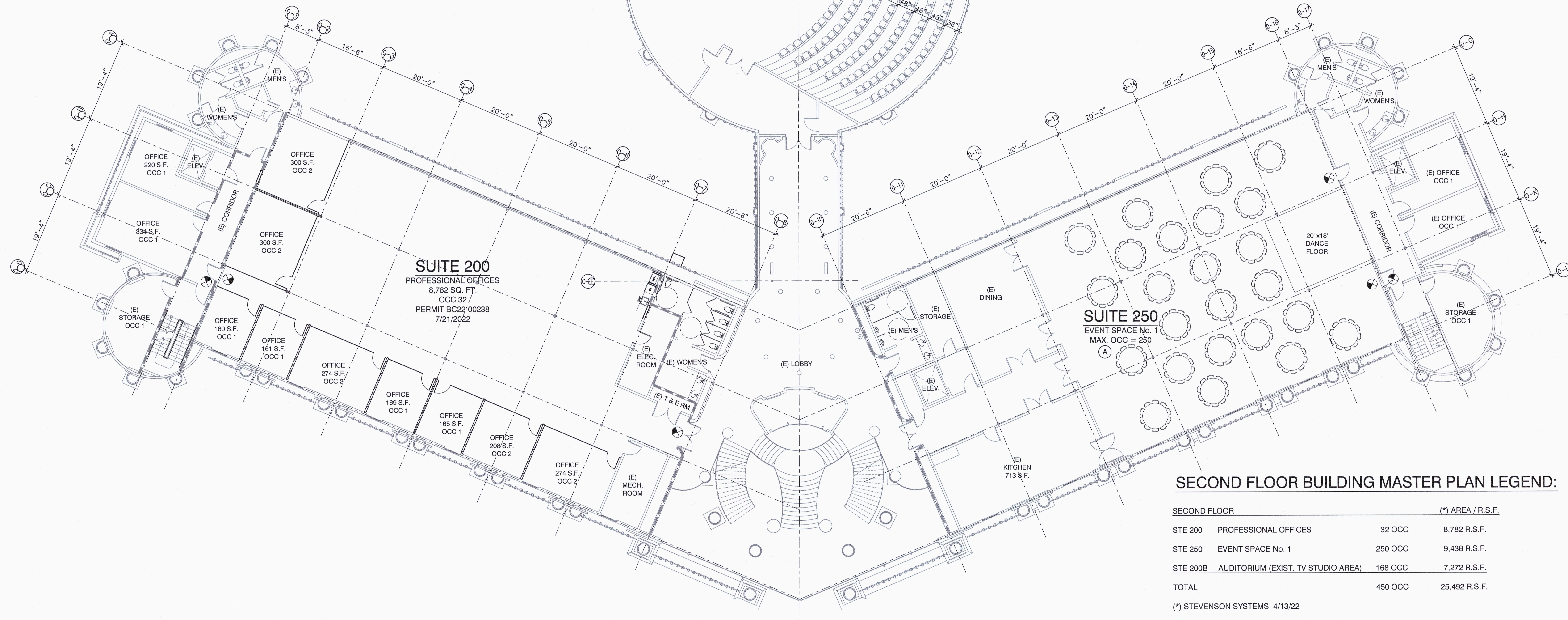


NOTE:
SUITE 200B WILL NOT BE USED AS AN EVENT SPACE OR IN SUPPORT OF AN EVENT AT ANY TIME.

SUITE 200B
AUDITORIUM
(EXIST. TV STUDIO)
(168 FIXED SEATS)
7 ROWS @ 24 SEATS
EA. = 168 OCC

LEGEND SUITE 250:

INDICATES 72" DIA. TABLE WITH 10 SEATS PER TABLE
24 TABLES = 240 SEATS



SUITE 200
PROFESSIONAL OFFICES
8,782 SQ. FT.
OCC 32/
PERMIT BC22-00238
7/21/2022

SUITE 250
EVENT SPACE No. 1
MAX. OCC = 250

SECOND FLOOR BUILDING MASTER PLAN LEGEND:

SECOND FLOOR	(*) AREA / R.S.F.
STE 200 PROFESSIONAL OFFICES	32 OCC 8,782 R.S.F.
STE 250 EVENT SPACE No. 1	250 OCC 9,438 R.S.F.
STE 200B AUDITORIUM (EXIST. TV STUDIO AREA)	168 OCC 7,272 R.S.F.
TOTAL	450 OCC 25,492 R.S.F.

(*) STEVENSON SYSTEMS 4/13/22

= EXIT DOORS - EQUIPPED WITH PANIC HARDWARE / EXIT SIGNS ABOVE DOORS

= PROVIDE SIGN: "MAXIMUM OCCUPANTS 250"

OCCUPANCY TYPE: B OFFICE
FLOORS: 3
CONSTRUCTION TYPE: TYPE V / AUTOMATIC SPRINKLERS THROUGHOUT. THE SPRINKLER SYSTEM & ALL FIRE PREVENTION WILL BE OPERATIONAL.

PERMIT / DEMO
BC21-00616
10/05/2021

SECOND FLOOR PLAN

SCALE: 3/32" = 1'-0"

