



# City of Costa Mesa Inter Office Memorandum

**TO:** CITY COUNCIL AND PLANNING COMMISSION  
**CC:** TOM HATCH, PETER NAGHAVI, AND CLAIRE FLYNN  
**FROM:** WILLA BOUWENS-KILLEEN, ZONING ADMINISTRATOR  
**DATE:** DECEMBER 20, 2012  
**SUBJECT:** ZONING ADMINISTRATOR DECISION(S)

*WKB*

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This is to advise you of the following decision(s) made by the Zoning Administrator within the last week. The decision(s) will become final unless a member of the Planning Commission or City Council requests a review of the decision(s) or an interested party files an appeal by 5:00 p.m. on December 27, 2012. Project descriptions have been kept brief for this notice. As a result, there may be details to the project or conditions of approval that would be of interest to you in deciding whether to request a review of a decision. 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.

**ZA-12-32 3080 Bristol Street, Suite 500**

Minor conditional use permit to deviate from shared parking requirements due to unique operational characteristics for a 9,018 square-foot Pilates studio. The studio is proposed to operate from 7:00 am to 7:00 pm, Monday through Friday; and 8:00 am to 1:00 pm Saturday (closed Sunday) with a maximum of 15 clients between 7:00 am and 10:00 am and eight clients between 10:00 am and 7:00 pm. Hours for the administrative office are from 6:30 am to 4:30 pm Monday through Friday.

Approved, subject to conditions.

Comments received: None.



# CITY OF COSTA MESA

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

DEVELOPMENT SERVICES DEPARTMENT

December 20, 2012

Ms. Stella Hull-Lampkin  
On Center Conditioning Body Arts and Science International  
485 E. 17<sup>th</sup> Street, Suite 650  
Costa Mesa, CA 92627

**RE: ZONING APPLICATION ZA-12-32  
MINOR CONDITIONAL USE PERMIT TO ALLOW A DEVIATION FROM  
SHARED PARKING FOR A PILATES STUDIO AT 3080 BRISTOL STREET,  
SUITE 500, COSTA MESA, CA**

Dear Ms. Hull-Lampkin:

City staff's review of your zoning application for the above-referenced project has been completed. The application, as described in the attached project description, has been approved, based on the findings and subject to the conditions of approval and code requirements (attached). The decision will become final at 5:00 p.m. on December 27, 2012, 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.

If you have any questions regarding this letter, please feel free to contact the project planner, Raynald F. Pascua, at (714) 754-5245, or at [ray.pascua@costamesaca.gov](mailto:ray.pascua@costamesaca.gov).

Sincerely,

WILLA BOUWENS-KILLEEN, AICP  
Zoning Administrator

Attachments: Project Description, Site Plan, Floor Plan, Building Elevations  
Findings  
Conditions of Approval, Code Requirements, and Special District  
Requirements  
Approved Conceptual Plans

cc: Engineering  
Fire Protection Analyst  
Building Safety Division

The Realty Associates Fund VI L.P.  
1301 Dove Street, Suite 860  
Newport Beach, CA 92660

Davis Partners LLC  
3070 Bristol Street, Suite 120  
Costa Mesa, CA 92626

## PROJECT DESCRIPTION

- The subject property is located on the east side of Bristol Street, between the 405 Freeway to the north and Paularino Avenue to the south in the PDC (Planning Development Commercial) zone, and has a consistent General Plan land use designation of General Commercial. The subject property is approximately seven acres and is a planned development that is improved with three freestanding, multi-story office buildings and a multi-story parking structure. The five-story parking structure contains 1,174 parking spaces. In addition, there are 45 surface parking spaces for a total of 1,219 parking spaces. Primary ingress/egress point is from Bristol Street. The planned development is known as the South Coast Corporate Center.
- The applicant requests approval of a Minor Conditional Use Permit (MCUP) to allow a reduction in the amount of required parking spaces for a Pilates studio.
- Currently, On Center Body Arts and Science International (BASI) is located at 485 E. 17<sup>th</sup> Street, Suite 650 where it has operated for 15 years. This business proposes to relocate to 3080 Bristol Street, Suite 500.
- This application involves an approximately 9,018 square-foot tenant space, located on the fifth floor in Suite 500. The Pilates studio will occupy approximately 3,600 square feet, while the balance of the floor area will be devoted to a reception area, changing rooms, one shower facility, conference/library room, kitchen, storage rooms and administrative offices.
- The Pilates studio proposes to operate Monday through Friday from 7:00 a.m. to 7:00 p.m., Saturday from 8:00 a.m. to 1:00 p.m. and closed on Sunday. The Pilates studio will remain open 15 to 20 minutes after closing time. Based on the submitted letter of intent, the projected flow of clients for the Pilates studio during operations is as follows:

<b>Time Frame</b>	<b>Maximum Number of Clients</b>	<b>Maximum Number of Administrators/Instructors</b>
7:00 a.m. to 10:00 a.m.	15	8
10:00 a.m. to 2:00 p.m.	8	8
2:00 p.m. to 5:00 p.m.	6	8
4:00 p.m. to 7:00 p.m.	8	8

- Once a month on the weekends from 9:00 a.m. to 5:00 p.m., the "Academy" will host educational courses. The Academy will be open 30 minutes before the course instructions begins and 30 minutes after completion. The courses consist of lecture and practical hours.

- The number of students varies with a minimum of four to a maximum of 25 per course. The BASI administrative staff will consist of 7 to 8 Pilates instructors. During courses, there is a reduction of staff of two administrators and two faculty.
- The Academy will have courses for Pilates instructors to obtain their qualification, or maintain their qualification to teach BASI Pilates. The Pilates studio will be closed during course hours. Educational courses are offered when most businesses in the building are closed.
- Based on the Code requirement for Pilates Studios, 90 parking spaces are required for this use; 27 parking spaces are provided based on Code requirements for multiple story office buildings. While the required number of parking spaces exceeds the number of parking spaces provided, City staff does not anticipate any negative parking impacts because a maximum of 23 people will be in the space during the peak time other on-site uses will be utilizing the parking area, which is less than the 27 parking spaces already allocated to the suite. Furthermore, Academy classes will occur on the weekends when the majority of the other businesses within the building are closed. Additionally, if parking shortages or other parking-related problems arise, the business operator will be required to institute whatever operational measures necessary to minimize or eliminate the problem, including, but not limited to reducing the number of classes.
- The proposed use, as conditioned, is consistent with the Zoning Code and the City's General Plan because, with the recommended conditions of approval, the proposed use should not adversely impact the surrounding uses. Specifically, with the recommended conditions of approval, the use will be consistent with surrounding uses, as specified in Objective LU-1F.2 of the General Plan Land Use Element.

## **FINDINGS**

- A. The information presented complies with Costa Mesa Municipal Code Section 13-29(g)(2) in that the proposed use is compatible with developments in the same general area. Granting the Minor 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. Granting the Minor Conditional Use Permit will not allow a use, density or intensity that is not in accordance with the general plan designation for the property. Specifically, a maximum of 23 people (15 clients and 8 administrators/instructors) will be in the space during the peak time the other on-site uses will be utilizing the parking area. Additionally, if parking shortages or other parking-related problems arise, the business operator will be required to institute whatever operational measures necessary to minimize or eliminate the problem, including, but not limited to reducing the number of classes.
- B. The proposed project complies with Costa Mesa Municipal Code Section 13-29 (e) because:
1. The proposed use is compatible and harmonious with uses both on-site, as well as those on surrounding properties.

2. Safety and compatibility of the design of the buildings, and other site features, including functional aspects of the site development, such as automobile and pedestrian circulation, have been considered.
  3. The use is consistent with the General Plan designation because the project will not exceed the allowable General Plan intensity for the site.
- 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 under Section 15301, Class 1, Existing Facilities, of the CEQA Guidelines.
- D. The project is exempt from Chapter XII, Article 3, Transportation System Management, of Title 13 of the Costa Mesa Municipal Code.

**CONDITIONS OF APPROVAL**

- Plng. 1. The use shall be limited to the type of operation as described in the staff report and the attached applicant's description letter.
2. The Pilates studio shall be limited to the following number of clients Monday through Friday from 7:00 a.m. to 7:00 p.m.:

<b>Time Frame</b>	<b>Maximum Number of Clients</b>	<b>Maximum Number of Administrators/Instructors</b>
7:00 a.m. to 10:00 a.m.	15	8
10:00 a.m. to 2:00 p.m.	8	8
2:00 p.m. to 5:00 p.m.	6	8
4:00 p.m. to 7:00 p.m.	8	8

3. If parking shortages or other parking-related problems arise, the business operator shall institute appropriate operational measures necessary to minimize or eliminate the problem, including, but not limited to reducing the days and/or hours of the business.
4. 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.
5. The applicant shall contact the Planning Division to arrange a Planning inspection of the site prior to commencement of the business. This inspection is to confirm that the conditions of approval and code requirements have been satisfied.

## **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. Approval of the zoning application is valid for one (1) year 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) obtains building permits for the authorized construction and initiates construction; and/or 2) obtains a business license and/or legally establishes the business. If the applicant is unable to establish the use/obtain building permits within the one-year time period, the applicant may request an extension of time. The Planning Division must receive a written request for the time extension prior to the expiration of the zoning application.
2. Permits shall be obtained for all signs according to the provisions of the Costa Mesa Sign Ordinance.
3. Use shall comply with all requirements of Articles 3 and 9, Chapter V, Title 13 of the Costa Mesa Municipal Code relating to commercial development standards.
- Bldg. 4. If construction is required, comply with the requirements of the 2010 California Building Code, 2010 Electrical Code, 2010 California Mechanical Code, 2010 California Plumbing Code and the 2010 California Energy Code (or applicable adopted, California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code and California Energy Code, at the time of plan submittal) and the California Code of Regulations, also known as the California Building Standards Code, as amended by the City of Costa Mesa.
- Bus. 5. If construction is required, all contractors and subcontractors must have valid business licenses to do business in the City of Costa Mesa. Final Lic. inspections, final occupancy and utility releases will not be granted until all such licenses have been obtained.
6. Business license(s) shall be obtained prior to the initiation the business.

## **SPECIAL DISTRICT REQUIREMENTS**

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

- AQMD 1. Applicant shall contact the Air Quality Management District (800) 288-7664 for potential additional conditions of development or for additional permits required by AQMD.



## Minor Use Permit Letter of Intent

November 12, 2012

**From:** Stella Hull-Lampkin, Operations Manager  
On Center Conditioning Body Arts and Science International (BASI)  
485 E. 17<sup>th</sup> Street, Suite 650  
Costa Mesa, CA 92627  
(949) 574-1343

**Contact Person:** Stella Hull- Lampkin (949) 574-1343

**Address of Conditional Use request:** 3080 Bristol Street, Suite 500, Costa Mesa, CA

**Existing use and condition:** The location is currently vacant. Prior to vacancy, it was a corporate office of 9018 RSF.

**Owner of Property:** The Reality Associates Fund, VI LP  
**Owner of BASI Pilates:** Rael Isacowitz  
**Architect:** Hattox Design Group, LLC  
17288 Red Hill Avenue, Studio B  
Irvine, CA  
**Contractor:** To be determined  
**Business Manager BASI:** Stella Hull-Lampkin (949) 574-1343

On Center Conditioning Body Arts and Science International (BASI) would like relocate its current business that has existed for 15 years at its current location to South Coast Corporate Center. The business is the corporate headquarters for Body Arts & Science International as well as On Center Conditioning Pilates Studio, which has been in business for 25 years. This project entails minimal changes to existing offices and layout of the location.

Minor conditional use permit request is to continue operating BASI administrative operations, Pilates Academy and studio. The 9018 square feet tenant space will accommodate a reception area, changing area, one shower, conference/library, administrative offices and Pilates studio (3600 +/- sq. ft.).

The planned operations of the administrative offices are 6:30am to 4:30 pm weekdays. The planned hours of operation for the Pilates studio are 7am -7pm weekdays and 8am to 1pm on Saturdays. The studio will stay open 15- 20 minutes after closing time as a condition of use. The projected flow of clients for the studio will be as follows:

7- 10am approximately 15 clients  
10- 2pm approximately 8 clients  
2- 5pm approximately 6 clients  
4- 7pm approximately 8 clients.

Body Arts & Science International@ 485 E. 17<sup>th</sup> Street, Suite 650, Costa Mesa, CA 92627  
t: 949-574-1343 f: 949-642-8139 e: info@basipilates.com | www.basipilates.com





The Academy will host educational courses once a month on weekends 9- 5pm. The Academy will open 30 minutes prior to the course and remain open 30 minutes after course completion as a condition of use. The Academy will have courses for Pilates instructors to obtain their qualification or maintain their qualifications to teach BASI Pilates. The Pilates studio is closed during course hours and courses are offered when most businesses in the building are closed. The courses consist of lecture and practical hours. The number of students varies with a minimum of 4 to a maximum of 25 per course. The BASI administrative staff will consist of 7 and 8 Pilates instructors. During courses there is a reduction of staff to 2 administrators and 2 Faculty.

Owner, Rael Isacowitz has been operating On Center Conditioning Pilates Studio/ Body Arts and Science International since 1992 in Costa Mesa. Owner and management have a very "hands on" type of business style and wish to continue having a successful relationship with the City of Costa Mesa, and within the neighborhood.

If there any questions, please feel free to contact Stella Hull-Lampkin at (949) 574-1343.

Best regards,

A handwritten signature in blue ink that reads "Stella Hull-Lampkin". The signature is fluid and cursive.

*Stella Hull-Lampkin, Operations Manager*  
Body Arts & Science International  
485 E. 17<sup>th</sup> Street, Suite 605  
Costa Mesa, CA 92627  
Phone: 949-574-1343  
Email: stella@basipilates.com

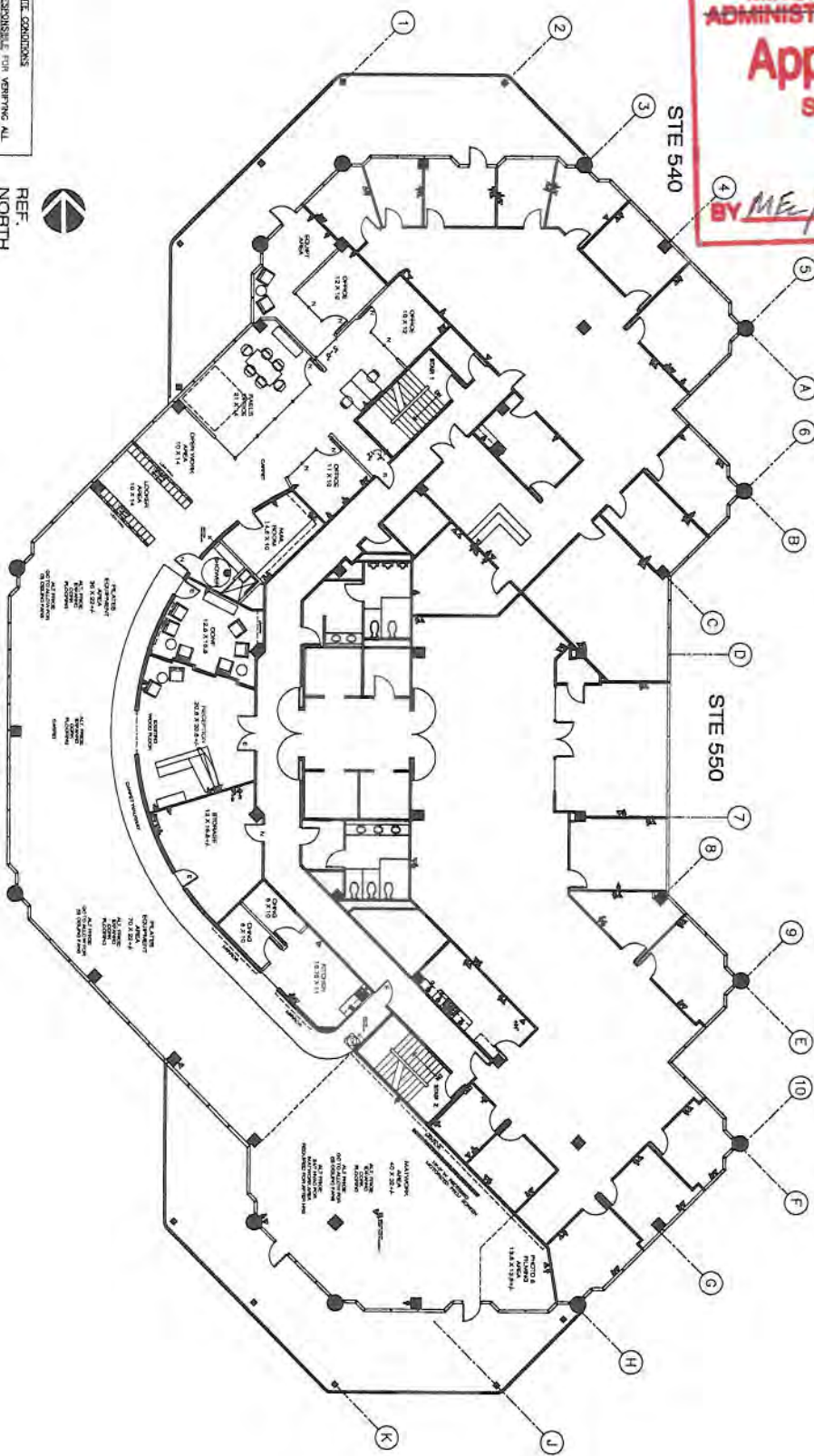
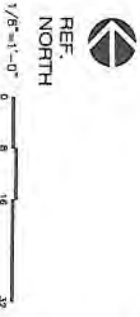
MINOR CONDITIONAL USE PERMIT/  
ADMINISTRATIVE ADJUSTMENT NO. 24-12-32

# Approval in Concept

SUBJECT TO CONDITIONS  
CITY OF COSTA MESA  
PLANNING DEPT.

BY ME/REF/WBK DATE 12/20/12

CONTINGENT UPON VERIFY SITE CONDITIONS  
FIELD TO BE MARKED BY RESPONSIBLE FOR VERIFYING ALL  
EXISTING FIELD CONDITIONS. CONTINGENT UPON VERIFY  
FIELD CONDITIONS. CONTINGENT UPON VERIFY  
FIELD CONDITIONS. CONTINGENT UPON VERIFY  
FIELD CONDITIONS.



BASÍ PILATES  
STE 500  
10/30/12  
SP-1

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SP-1  
SPACE PLAN

DATE	REVISION	DATE	REVISION	DATE	REVISION

**SOUTH COAST CORPORATE CNTR**  
BASÍ PILATES  
3080 Bristol St., Ste. 500  
Costa Mesa, CA



**HATTOX | DesignGroup**

17785 Red Hill Avenue, Suite 107  
Costa Mesa, CA 92626  
Tel: 714.255.1111 Fax: 714.255.1112

BRISTOL STREET

BRISTOL STREET

PAULAPINO AVENUE

PAULAPINO AVENUE

LEGEND:

- Legend list containing symbols and descriptions for various survey features such as bearings, distances, curves, and structures.

PARCEL B RECIPROCAL ACCESS

EXISTING BUILDING
CONCRETE PARKING STRUCTURE

3070 BRISTOL STREET
SIX STORY CONCRETE BUILDING
BUILDING PERIMETER
FOOTPRINT AREA = 21,280 ± S.F.
BUILDING HEIGHT = 83 ±

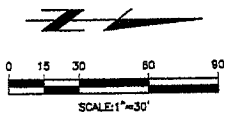
3080 BRISTOL STREET
SIX STORY CONCRETE BUILDING
BUILDING PERIMETER
FOOTPRINT AREA = 19,783 ± S.F.
BUILDING HEIGHT = 83 ±

3090 BRISTOL STREET
SIX STORY CONCRETE BUILDING
BUILDING PERIMETER
FOOTPRINT AREA = 21,070 ± S.F.
BUILDING HEIGHT = 83 ±

3082 BRISTOL STREET
FIVE STORY CONCRETE PARKING STRUCTURE
BUILDING PERIMETER
FOOTPRINT AREA = 59,963 ± S.F.
BUILDING HEIGHT = 45 ±

PARKING SPACE SUMMARY FOR PARKING STRUCTURE table with columns for space type and count.

REAR ACCESS PARCEL B



O. C. F. C. D. SANTA ANA - DELHI CHANNEL

Table with 3 columns: NO., REVISIONS, DATE. Contains one revision entry.

LEGAL DESCRIPTION: SEE SHEET NO. 1 FOR LEGAL DESCRIPTION

BASIS OF BEARINGS: THE BEARINGS SHOWN HEREON ARE BASED ON THE CENTERLINE OF BRISTOL STREET...

PREPARED FOR: METLIFE REAL ESTATE INVESTMENT
333 SOUTH HOPE ST., SUITE 3650
LOS ANGELES, CA 90071

PREPARED BY: Thienes Engineering, Inc.
CIVIL ENGINEERING & LAND SURVEYING
17800 VALLEY VIEW AVENUE
LA MIRADA, CALIFORNIA 90638

ALTA/ACSM LAND TITLE SURVEY

Project information including: SOUTH COAST CORPORATE CENTER 3070 - 3090 BRISTOL STREET, COSTA MESA, CALIFORNIA, DATE: MARCH, 2004, SHEET 3 OF 3.