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## CITY OF SANTA ANA

### Planning and Building Agency

20 Civic Center Plaza • P.O. Box 1988

Santa Ana, California 92702

[www.santa-ana.org](http://www.santa-ana.org)

September 27, 2019

Also sent via email to: [pedroandassociates@hotmail.com](mailto:pedroandassociates@hotmail.com)

Pedro A. Garcia  
Pedro and Associates  
344 Wagner Drive  
Claremont, CA 91711

Subject: Our Lady of Guadalupe Delhi Rectory at 542 East Central Avenue, DP No. 2018-06R (Master ID No. 2018-141605), ER No. 2018-24 (plans dated 05-08-2019, received 6-26-2019)

Dear Mr. Garcia,

Thank you for your re-submittal for a proposed a rectory and office building located at 542 East Central Avenue. After reviewing your proposal, the City's Development Review Committee (DRC) has prepared the following comments that will assist you in ensuring your project complies with the City's requirements. These comments are based on the plans and information you provided with your application.

The Planning Division and the Public Works Agency have identified several items that require an informal re-submittal of your project. To complete the Development Project Review process, five (5) sets of revised plans and three (3) digital copies that address the attached DRC's comments need to be submitted. Please note that as proposed, the project requires approval of a Conditional Use Permit (CUP) to allow the use of a rectory within the Single-Family Residential (R-1) zoning district.

Also included in this letter is a detailed list of additional requirements and/or conditions that you will need to address before your project receives a certificate of occupancy.

#### SANTA ANA CITY COUNCIL

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Pedro A. Garcia  
DP No. 2018-06R  
Master ID No. 2018-141605  
September 27, 2019

Please keep in mind that Development Project Review is valid for one year. Any submittal after the one-year time period, or the submittal of a different project at any time, will require the payment of new fees. Please feel free to contact me if you have any questions, if you would like to schedule a meeting to discuss the attached comments or when you are ready to resubmit your revised plans. I can be reached by email at [JGuevara@santa-ana.org](mailto:JGuevara@santa-ana.org) or by phone at (714) 647-5481.

Sincerely,



Jerry Guevara  
Assistant Planner I

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## **Project Overview**

Pedro A. Garcia with Pedro and Associates, representing Diocese of Orange, is proposing to construct a new two-story 6,372-square foot rectory and office building on a vacant property located at 542 East Central Avenue. The subject property has a General Plan land use designation of Low Density Residential (LR-7) and has a zoning designation of Single-Family Residential (R-1). The site is located on the southwest corner of Central Avenue and Halladay Street and is surrounded by residential uses to the south, west and east and Our Lady of Guadalupe Delhi church to the north. The project requires approval of a Conditional Use Permit (CUP) by the Planning Commission to allow a rectory and office building within the R-1 zoning district.

### **I. Prior to Development Project approval, address the following items identified below:**

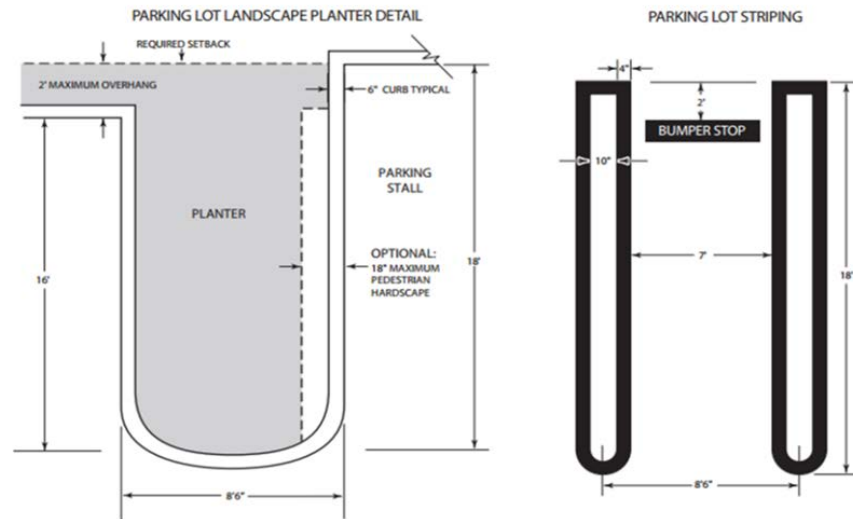
#### **A) Planning Division:**

##### **Site Plan Comments**

Staff recommends that the overall square footage of the proposed structure be reduced in order to comply with the development standards, parking standards and trash truck pick-up requirements addressed below.

- 1) ~~Pursuant to SAMC Section 41-1414, rectories require one garage space per bedroom, plus spaces for guest parking equal to twenty five percent of the total non-guest parking. Revise plans to comply with this requirement. The office component shall be parked at three spaces for each one thousand square feet of gross floor office area.~~
- 2) Pursuant to SAMC Section 41-235 and 41-220, the project requires a five-foot side and rear setback and a 10 foot setback along Halladay Street. In addition, per SAMC Section 41-239, all yard shall be completely landscaped with the exceptions of approved driveways and walkways. Remove parking stalls and trash enclosure encroaching into this area and redesign parking area to comply with these requirements. Remove proposed parking stall No. 11 and relocate bike racks to the front of the building.
- 3) The project's landscape must comply with SAMC Section 41-240 and the City's Water Efficient Landscape Ordinance (WELO). In addition, the front and street side yard setbacks shall comply with the City's "California Friendly Landscape Guidelines." Revise landscape plans to comply with these requirements. The Stamped concrete proposed at the front yard is exceeding the 65/35 ratio of landscaping to permeable hardscape (See **Attachments A & B**). Comment was partially addressed.

- 4) ~~Redesign the parking lot layout to comply with standard striping design as shown below. Additionally, extend the adjacent landscape planter or curb for two feet at the head of the parking stalls in lieu of installing wheel/bumper stops (see **Diagram Below**).~~



- 5) Revise the site plan to show installation of bike racks as required per Section 41-1307.1 of the SAMC and submit details of proposed bike racks. This project needs to provide no less than four bicycle spaces. Relocate bike racks to the front of the building and provided details of the bike racks.
- 6) A freestanding trash enclosure shall comply with the following:
- A swinging double door as an access gate with locking capabilities shall be included on one (1) side of the enclosure. The enclosure shall be designed with decorative heavy gauge metal gates with cane bolts on the doors to secure the gates when in the open position. Doors or gates to the enclosure shall be self-closing.
  - Enclosures shall be constructed of solid masonry material with decorative exterior surface finish compatible to the main building. Split face concrete block finish is recommended.
  - The enclosure shall have an architecturally compatible solid roof/cover feature.
  - The enclosure shall incorporate a separate pedestrian gate/door entry.
  - Flowering vines shall be included on the walls of the enclosure to reduce graffiti and soften the appearance.
- Comment was partially addressed.
- 7) Identify properly all existing and proposed walls and fences. All walls and fences shall comply with SAMC Section. 41-610. Remove front yard fence or reduce the size of the proposed fence to comply with the requirements of SAMC Section 41-610. Comment was partially addressed.

**NOTE:** The plans shall note perimeter walls to be repaired and repainted as needed and subject to review and approval by the Planning Division.

- 8) Provide a pedestrian walkway from Halladay Street to the rear of the building (*New Comment*).

Floor Plan Comments

- 9) Revise floor plans to address site plan comments.
- 10) Provide a five (5) foot second floor stepback along the west elevation and front elevation to reduce massing of the structure and address compatibility to surrounding structures. Comment was partially addressed.
- a. The scale and mass of two story buildings should be reduced by stepping down the building height toward the street and adjacent smaller structures. A single story element can encourage the transition (Refer to the Citywide Design Guidelines Figure 6-10a and 6-11).



Figure 6-10a: Architectural design should facilitate the transition between stories



Figure 6-11: Example of second-story stepback

- b. Remove or relocate terrace along the west elevation/proposed Studio No. 2 to eliminate visual impacts on the adjacent property. Balconies should be placed where they promote maximum privacy between properties. Balconies shall not look directly to patios and/or yards of adjacent properties.
- 11) Redesign floor plans to make the front elevation and entry more prominent. The main entry should be the focal point of the structure. Include the use of properly scaled special roof elements, columns, porticos, recesses, pop-outs, or other architectural features. Pursuant to SAMC Section 41-605, cornices, eaves, chimneys, and similar architectural features may extend into the required yards of a distance not to exceed forty-eight (48) inches into any required front and/or side yard of the street side of a corner lot (*New Comment*).
- 12) ~~Remove one of the exterior entrances at the rear of the building and create a common lobby area that leads to the offices and residences above.~~

- 13) ~~Show locations of equipment (i.e., rooftop, backflow devices, etc.). All equipment shall be screened from view.~~

Elevation Comments

- 14) Redesign front/primary elevation to be more prominent. Building entries should be easily identified and provide a prominent sense of entry. The use of scaled special roof elements, columns, porticos, recesses, pop-outs, or other architectural features is strongly encouraged (*New Comment*).
- 15) Provide additional offsets and articulation in the building to minimize the flat facades. Continue to revise plans to reduce the massing of the building.
- 16) Design full roof, not mansard style. Roof shall reflect current church sanctuary design. Roof form should be multi-level, low pitched, gabled or hipped roof forms clad with clay tiles and shallow eaves with a stucco profile or open eaves with decorative rafters or brackets.
- 17) Incorporate decorative tiles around exterior doors and mosaic glass windows.
- 18) ~~Windows are identified as being “single hung;” however, the drawings do not depict this type of operational style.~~ Windows should be vertically proportioned. Recessed openings for doors and windows with stucco or cast stone sill is encouraged. Include window grilles, small metal balconies and awnings and doors with arched openings typical for principle doors or beneath porch roofs. Elaborate stucco, cast stone or stone detailing at primary entrances is strongly encouraged.
- 19) Architectural features such as canopies, awnings, lighting, and other design features should be incorporated into the ground floor to add human scale to the pedestrian experience.
- 20) ~~Revise the elevations to depict the removal of the downspout/scupper from the exterior of the building.~~ Revise the floor plan to show its location within the building footprint.
- 21) The building should be treated as a whole and finished appropriately on all sides (including roof design) to appear integral to the building and avoid appearing “tacked on” (*New Comment*).
- 22) Redesign the garage entry to not be flush with the exterior wall and be recessed and provide arches and other architectural elements to enhance the façade. The garage door should be consistent with the Spanish architecture design of the building, no metal doors (*New Comment*).

B) Public Works Agency:

- 1) If applicable and requested herein as a requirement for Site Plan Approval, submit Public Works Agency (PWA) requested documents, including WQMP, preliminary grading plan, traffic impact analysis, drainage study, and hydrological study directly to PWA Development Engineering.

Pay all related plan checking deposits for such documents at the Public Works counter at the time of submittal.

- 2) Submit Exhibit "B" (Exceptions) of the title report. Revise the site plan to depict and note all existing easements, per the current title report. Submit copies of all the referenced and supporting documents defining each easement. Clarify easements on the site plan and/or Alta/ACSM Land Title Survey.

**NOTE:** Structures are not allowed over existing easements or along a driving aisle. The rights of the easement holder shall remain in effect without interference. If a structure is proposed to be built over an easement, a signed non-interference letter from the easement holder is required or easement holder must quitclaim rights to the easement. An updated title report will be required if quitclaim process is selected. The quitclaim(s) need(s) to be submitted to the Public Works Agency prior to any permit issuance.

- 3) Include in the submittal separate sheets for each of the following: grading plan & WQMP, on-site utility plan, and off-site utility plan & street improvement plan.
- 4) Revise the site plan to depict and note the installation of all public utilities required to service the project site (i.e., new sewer lateral, water laterals, fire service, irrigation laterals and storm drain).

**NOTE:** Connections to mains nor sizes are noted on plans.

- 5) ~~Provide improvement plans for public utility connections of sewer, domestic water and irrigation facility required to service the project site.~~ *Acknowledged and noted on Sheet A-1.2. 8/20/19. SR*
- 6) Revise the site plan to depict and note the locations and sizes of the water, sewer, and storm drain mains on all streets surrounding the project frontages.
- 7) The existing water meter, as shown on the plans, cannot be used if the site has been vacant for 10 years or more. Revise the site plan to depict the proposed project to be served by individual public water meters for each and every separate unit, and for the landscape area. Public Meter to be properly sized and to be placed at the project's frontage in public right-of-way.

- 8) Provide water and fire flow calculations for sizing of water meters and the fire service line.
- 9) ~~Revise the site plan to depict and add a note on the plans to read "Install double check valve and back flow preventer for the fire service and the landscape water meter per the grading and the street improvement plans".~~ *Noted on Sheet A-1.2. 8/20/19. SR*
- 10) ~~Revise the site plan to depict a 15' x 15' sight distance triangle area at the vehicular site access locations (See Exhibit A).~~ *Noted on Sheet A-1.2. 8/20/19. SR*
- 11) ~~Revise the site plan to depict a 25'x25' sight distance triangle area at southwest corner of Halladay Street and Central Avenue (See Exhibit B).~~ *Noted on Sheet A-1.2. 8/20/19. SR*
- 12) ~~Revise the site plan to depict the trash enclosure area to be fully roofed and to drain into a water quality inlet to prevent discharge of spilled contaminants into the storm drain system. The trash enclosure shall have a trash and recycle receptacles.~~ *Noted on Sheet A-1.2. 8/20/19. SR*
- 13) ~~Revise the site plan to depict any proposed gates on driveways. Proposed gates to be set back at least 20 feet from the property line to accommodate entering vehicles waiting to open the proposed gate. Also, provide space for a 3 point turn east of any proposed gate (No backing into the street is allowed). If no gates are proposed, add note on the plans to read "NO GATES ARE PROPOSED IN THIS PROJECT. ANY PROPOSED GATE WILL BE SUBJECT TO ADDITIONAL REVIEW AND COMMENTS".~~
- 14) ~~Revise the site plan to note and depict installation of 24" box street trees at 35' on center along all property frontages, including deep root irrigation systems, per City Standards. Contact the Tree Section Supervisor at (714) 647-3337 for tree species and for number and size of required tree replacements.~~ *Sheet A-1.2. 8/20/19. SR*
- 15) ~~Add a note to the site plan to read "Install 24" box street trees per the City Standards and approved plan, as needed".~~ *Sheet A-1.2. 8/20/19. SR*
- 16) ~~Revise the site plan to depict and note the removal and the reconstruction of uplifted sidewalk on Halladay Street along the project frontages per City Standards.~~ *Sheet A-1.2. 8/20/19. SR*
- 17) ~~Revise the site plan to depict and note the landscaped parkways to be drought tolerant per the City of Santa Ana Parkway Guide line for Drought Tolerant plants. See current standards on internet at <http://www.santa-ana.org/sawatersmart/documents/SAParkwaysGuidelines27May2015.pdf>.~~ *Sheet A-1.2. 8/20/19. SR*



- 18) ~~Revise the site plan to note and depict installation of City owned street light on Halladay Street with an underground conduit. Contact Tyrone Chesaneck at (714) 647-5045 for type of light and City Standards. Sheet A-1.2. 8/20/19. SR~~
- 19) ~~Add a note on the plans to read as follow: "PROPOSED IMPROVEMENTS: All improvement as shown hereon to be constructed and installed by the developer, and/or the sub-divider expense in accordance with the City design standards and specifications, the Santa Ana Municipal Code, approved street improvement plans and the requirements of the State Subdivision Map Act". Sheet A-1.2. 8/20/19. SR~~
- 20) ~~Revise the site plan to depict and note a 17' x 17' corner cut-off dedication at the southwest corner of Central Avenue and Halladay Street. Sheet A-1.2. 8/20/19. SR~~
- 21) ~~Revise the site plan to depict and note the construction of new wheel chair ramps including the 17' x 17' corner cut-off dedication at the southwest corner of Central Avenue and Halladay Street intersection. Sheet A-1.2. 8/20/19. SR~~
- 22) ~~Submit two copies of the preliminary WQMP for review and approval to the Public Works Agency. Go to [www.santa-ana.org/pwa/stormdrain/WaterQualityManagementPlanTemplates.asp](http://www.santa-ana.org/pwa/stormdrain/WaterQualityManagementPlanTemplates.asp) for information on preparation of WQMPs. Submitted 6/13/19. SR~~
  - a. ~~Preliminary Water Quality Management Plan (WQMP)/surface drainage/utility plan should depict all applicable "Site Design," structural "Source Control," and "Treatment Control" Best Management Practices (BMPs) in accordance with the most current Orange County Drainage Area Management Plan (DAMP) and the City of Santa Ana Local Implementation Plan (LIP)~~
  - b. ~~The site plan shall incorporate improvements as determined by the Public Works Agency from the review of the preliminary WQMP and surface drainage plan.~~
  - c. ~~The site plan to incorporate construction of any proposed "Site Design", BMPs, (such as walkways with open joints, sidewalks and parking lot aisles with minimum widths, draining sidewalks into adjacent landscaping, incorporating the landscape area into drainage system, etc.) to minimize the impervious areas and to maximize permeability and natural areas. Reference the most current Orange County DAMP and the LIP.~~
  - d. ~~Any proposed "Treatment Control" BMPs using the Best Available Technology (such as biofilters, dry or wet detention basins, landscape detentions, wet ponds or wetlands, drainage inserts, filtration basins, etc.) and recommended sizing calculations near pollutant source, so as to infiltrate and filter the pollutants of concern in post development runoff flow prior to its discharge into any receiving body of water or urban storm drain.~~

~~Reference the most current Orange County DAMP and the City of Santa Ana LIP.~~

- e. ~~All new developments and significant redevelopments require preparation of a NPDES post construction storm water management plan in accordance with the most current Orange County DAMP and the City of Santa Ana LIP that includes all applicable BMPs for this "Priority Project."~~
  - f. ~~Add a note to the site plan to read "The BMPs, shown on the approved site plan are only preliminary and will be revised or modified as necessary upon completion of the WQMP. Prior to the issuance of the grading permit, the approved grading/utility plan shall incorporate all required Structural BMPs. For assistance and an informational handout (including a WQMP template),"~~
- 23) Revise the site plan to add the note "This site will be designed and constructed in accordance with the California Regional Water Quality Control Board Santa Ana Region Order No. R8-2009-0030 discharge requirements (MS4 Permit)."
- 24) Revise the site plan to allow for the safe and efficient access of trash vehicles to trash receptacles. The following are the guidelines and the minimum requirements:
- a. Depict and note the exact location(s) of the trash and recycling receptacles.
  - b. The project shall comply with all requirements specified in SAMC Sec. 16-37.
  - c. Minimum 40' x 16' wide staging area shall be available on service days from 6 a.m. to 6 p.m.
  - d. Minimum vertical clearance of 25' at the staging area for bin service clearance
  - e. Minimum 13' vertical clearance for scout truck.
  - f. All staging areas are to be onsite. No street staging is permitted.
  - g. All driveway and staging areas must be able to sustain a minimum gross weight of 60,000 lbs. per vehicle.
  - h. Maximum size of bin shall be 4 cubic yards.
  - i. Depict the trash trucks' turning radius at all proposed internal corners.
  - j. Provide complete circulation for trash trucks, backing up into the streets is not allowed for safety reasons.
  - k. All items must be noted on the final site plan.

Provide a copy of the will serve letter obtained from Waste Management, Inc. Contact Walter Roberts at (714) 371-6747 or [wrobert1@wm.com](mailto:wrobert1@wm.com)

- 25) ~~Revise the site plan to depict trash truck access and turning template.~~
- 26) Revise the site plan to depict and note the installation of any new, relocation, or upgrading of any existing fire protection facilities as required by the Orange County Fire Authority (OCFA). Provide fire flow calculations for fire line and backflow

device sizing. For requirements or additional information, please contact OCFA Plan Check at (714) 573-6126.

**II. Prior to submittal into Building Plan Check, address the following items:**

A) Planning Division:

- 1) All site plan issues must be resolved and your site plan stamped by the City's Development Review Committee.
- 2) All discretionary action applications shall be approved.

B) Public Works Agency:

- 1) Begin review process of surface drainage/grading/utility plans, erosion control plan, water quality management plan, and street improvement plan as described below under "Section III" by making the initial submittal of the listed plans and maps, and paying the required fees.

**III. Prior to issuance of a Building Permit, address the following items:**

A) Orange County Fire Authority (OCFA):

- 1) Submit a Fire Sprinkler Plan (service codes PR400-PR465).

B) Public Works Agency:

- 1) Provide two copies of the WQMP that include the following:
  - a. Site Assessment.
  - b. Site Design BMPs.
  - c. Applicable Routine Source Control BMPs.
  - d. Selection and sizing of the Treatment Control BMPs.
  - e. Mechanism(s) by which funding for long-term operation and maintenance of all Structural BMPs will be provided.
  - f. Operation and Maintenance (O&M) Plan to describe the long-term operation and maintenance requirements of all applicable Structural BMPs and to identify the entity in charge of implementation.

**NOTE:** All new developments and existing facilities with significant redevelopment, irrespective of their size or category (Priority or Non-priority) shall provide and have approved a WQMP prior to the issuance of a grading permit. The WQMP document shall describe all applicable BMPs consistent with the approved surface drainage/grading plan. Sean Thomas (714) 647-5655

- 2) Submit, for review and approval, a surface drainage/grading/ erosion control plan, prepared by a registered civil engineer, showing the direction and means of flow to the adjacent street. The plan is to include existing and proposed elevations at and adjacent to all property lines. Drainage routed to the street must be directed beneath the sidewalk and through the curb. The plan shall depict all applicable “Site Design,” structural “Source Control,” and “Treatment Control” BMPs in accordance with the Orange County DAMP and the City of Santa Ana LIP.
- 3) Submit, for review and approval, street improvement plans prepared by a registered civil engineer, for wheel chair ramps, sidewalk, utilities connections, driveway approaches, catch basins, parkway landscape, etc., and all work to be constructed in the public right-of-way. Contact Behrooz Sarlak at (714) 647-5020 for assistance.
- 4) Obtain permit for work in the public right of way.
- 5) File, process, and record 17’ x 17’ corner cut-off dedication at the southwest corner of Central Avenue and Halladay Street. Contact Ehab Elias at (714) 647-5627 for assistance.
- 6) Construct sidewalk, utilities connections, new 8” PCC driveway approaches, undergrounding of utilities along project frontage, and all other work to be constructed in the public right-of-way, on all the Streets surrounding the project as noted on the site plan and/or the tentative map and as listed above, per City Standards and approved plans.
- 7) Install 24” box street trees and drought tolerant per the City of Santa Ana Parkway Guide line for Drought Tolerant plants. See current standards on internet at <http://www.santa-ana.org/sawatersmart/documents/SAParkwaysGuidelines27May2015.pdf> per the City Standards and approved plan.
- 8) Install, if not existing, all public utilities required to service the project site (i.e., sewer, water, and storm drain).
- 9) Any existing sewer lateral(s) serving the project site shall be properly capped and abandoned at the sewer main. Contact Mir Fattahi, at (714) 647-5038 for assistance.
- 10) Pay the required fees as follows:
  - a. Plan Check Fee (WQMP, lot merger, CC&Rs, grading, dedication, and street improvement).
  - b. Sewer Connection Fee - based on the number of plumbing fixture units. The Public Works Agency will require a set of both plumbing and floor plans showing all existing and new plumbing fixtures.
  - c. Transportation System Improvement Area (TSIA) Fee.
  - d. Orange County Sanitation District (OCSD) No. 15.
  - e. Drainage Assessment Fee (DAF).

**NOTE:** See the Public Works Counter for current fees. The applicant must pay the prevailing rate at the time payment is made. Federal Clean Water Protection Enterprise Fee Surcharge of 26% added to public improvement plan check, sewer lateral/water service, street work permit, and grading permit fees.

- 11) Street work shall be required to be performed by a licensed contractor for any and all the work in the public right of way. The contractor must provide the following prior to issuance of the street work permit.
  - a. A City of Santa Ana business license.
  - b. A Certificate of Insurance of general liability containing requirements as set forth by the City Attorney.
  - c. A Contractors license (with approved classification).
  - d. Proof of Worker's Compensation Insurance.
  - e. Two (2) sets of the approved street improvement plans.
  - f. If there are any new connections to the City's Water Main, provide an approved application for installation of Water Service. For an application, contact Behrooz Sarlak at (714) 647-5020.
- 12) Should the developer seek a building permit release prior to completing the off-site improvements, the developer must provide cash deposit or surety bond in an amount specified by the City of Santa Ana upon approval of all improvement plans and approval of itemized cost estimate. The cash deposit or the surety bond shall guarantee the construction of all necessary improvements. The cash deposit shall be released approximately 135 days after all related permits are signed off by the City's Construction Inspector, approval by the City of Santa Ana, and the passage of any lien periods. In the event the work is not completed within one year of the date that a street work permit is signed, applicant agrees that the City may apply the cash deposit to the cost of completing the work and such work may be completed at the sole convenience of the City of Santa Ana. The deposit amount will be determined based upon the surface drainage and street improvement plans.

General requirements (Water)

- 13) The Developer shall install new, relocate, or upgrade existing domestic or irrigation Water Services per City Standards and approved plans, following the completion of a water meter application and the issuance of a Public Work's Encroachment Permit. A licensed contractor that possesses either an "A" or "C-34" California Contractor's license shall install the water services. Demand calculations in gallon per minute for size determination are required for both domestic and irrigation water meters.
- 14) The developer shall abandon all non-used existing water services and meters at the main, per City Standards. The developer shall contact City's Municipal Utility Services Department at (714) 647-5454 for meter service close out and removal. Protect the service and meter in place until the City staff removes the service(s).

- 15) All non-residential irrigated landscapes of 1,000 square feet and residential irrigated landscapes of 5,000 square feet or more require a separate landscape irrigation water meter & service of proper size to supply the project's landscape irrigation system.
- 16) The City of Santa Ana recommends the use of Weather Based Irrigation Controllers" Smart Timers" and Rotating Nozzles for Pup-up Spray Heads to be used on your irrigation systems. For a listing of approved equipment and possible rebates, please go to [www.BEWATERWISE.com](http://www.BEWATERWISE.com)
- 17) The Developer shall install new, relocate, or upgrade existing Fire Protection Facilities as required by the Orange County Fire Authority (OCFA), City Standards and approved plans, following the completion of a water service application and the issuance of a Public Works Encroachment Permit. A licensed contractor that possesses either an "A" or "C-34" California Contractor's license shall install the fire protection facilities. Demand calculations in gallon per minute for size determination are required.

**Contact OCFA Plan Check at (714) 573-6126 for assistance.**

(Please obtain latest list of approved backflow prevention assemblies from USC foundation for Cross Connection Control and Hydraulic Research.)

General requirements (Sewer)

- 18) The Developer shall install new sewer lateral(s) per City Standards and approved plans, following the issuance of a Public Works Encroachment Permit. A licensed contractor that possesses an "A", C-34, or "C-36" California Contractors license shall install the sewer lateral.
  - a. Any existing and unused sewer lateral(s) connected the project site shall be properly capped and abandoned at the point of connection with the sewer main subject to inspection and approval of the Water Resources Manager or his designee.

**Contact Water Division, at (714) 647-3320, for assistance.**

**IV. Prior to release of utilities or a Certificate of Occupancy, address the following items:**

A) Planning Division:

- 1) The applicant shall contact the Case Planner to set up a Final Field Inspection appointment. A three-day notice is required. The project must be completed before final approval can be given. The Case Planner must sign the Building Permit Field Card before Building Division will finalize any project.

B) Orange County Fire Authority (OCFA):

- 1) Prior to issuance of temporary or final certificate of occupancy, all OCFA inspections shall be completed to the satisfaction of the OCFA inspector and be in substantial compliance with codes and standards applicable to the project and commensurate with the type of occupancy (temporary or final) requested. Inspections shall be scheduled at least five days in advance by calling OCFA Inspection Scheduling at 714-573-6150.

C) Public Works Agency:

- 1) Complete construction of all the required improvement in the public right-of-way and provide a copy of the signed off street work permit.

V. Closing Comments:

- A) The proposed plans shall be revised and resubmitted informally by appointment only.
- B) Development Project Review is valid for one year. Any submittal after the one year time period, or the submittal of a different project at any time, requires the payment of new fees.

VI. Contact Information:

- A) Please contact your Case Planner, Jerry Guevara, by phone at (714) 647-5481 or by email [JGuevara@santa-ana.org](mailto:JGuevara@santa-ana.org) for assistance with your project or if you desire to schedule a meeting with any of the DRC Agencies.
- B) Please contact Jason Kwak, Building Manager, for assistance regarding the above requirements listed by the Building Division by phone at (714) 647-5866 or by email at [JKwak@santa-ana.org](mailto:JKwak@santa-ana.org).
- C) Please contact Ruben Colmenares, OCFA Fire Prevention Analyst, for assistance regarding the above requirements listed by OCFA by phone at (714) 573-6126 or by email at [rubencolmenares@ocfa.org](mailto:rubencolmenares@ocfa.org).
- D) Please contact William (Bill) McGovern, Santa Ana PD Liaison, for assistance regarding the above requirements listed by the Police Department by phone at (714) 647 – 5840 or by email at [WMcgovern@santa-ana.org](mailto:WMcgovern@santa-ana.org).
- E) Please contact Nasser Rizk, Senior Engineer, for assistance regarding the above requirements listed by the Public Works Agency by phone at (714) 647-5036 or by email at [NRizk@santa-ana.org](mailto:NRizk@santa-ana.org).

MAYOR  
Miguel A. Pulido  
MAYOR PRO TEM  
Juan Villegas  
COUNCILMEMBERS  
Phil Bacerra  
Cecilia Iglesias  
David Penaloza  
Vicente Sarmiento  
Jose Solorio



CITY MANAGER  
Kristine Ridge  
CITY ATTORNEY  
Sonia R. Carvalho  
CLERK OF THE COUNCIL  
Daisy Gomez

**CITY OF SANTA ANA**  
**PLANNING AND BUILDING AGENCY**  
20 Civic Center Plaza • P.O. Box 1988  
Santa Ana, California 92702  
[www.santa-ana.org](http://www.santa-ana.org)

December 3, 2019

Also sent via email to: [pedroandassociates@hotmail.com](mailto:pedroandassociates@hotmail.com)

Pedro A. Garcia  
Pedro and Associates  
344 Wagner Drive  
Claremont, CA 91711

Subject: Our Lady of Guadalupe Delhi Rectory at 542 East Central Avenue, DP No. 2018-06 (Master ID No. 2018-141605), ER No. 2018-24 (plans dated 10-31-2019, received 11-04-2019)

Dear Mr. Garcia,

Thank you for your resubmittal for a proposed rectory and office building located at 542 East Central Avenue. The proposed project has met most of the requirements and conditions of the City's Development Review Committee (DRC) to complete the Development Project review process, however, the Planning Division has minor elevations comments that need to be addressed (refer to **Exhibit 1**). The next step in pursuing your project is to apply for a conditional use permit (CUP) application to allow the use of a rectory within the Single-Family Residential (R-1) zoning district. Included in this letter is a detailed list of additional requirements and/or conditions that you will need to address before the City's Plan Check process and/or obtaining a Certificate of Occupancy (C of O).

Your project approval may include certain fees, dedication requirements, and other exactions. Pursuant to Government Code Section 66020(d), this letter constitutes written notice of the amount of the fees, a description of the dedications, reservations, and other exactions. As a result, the 90-day protest period has commenced from the date of this letter. If you fail to file a protest regarding the fees, dedications, or reservation requirements or other exactions within the protest period, you will be legally barred from challenging the exactions.

Please keep in mind that Development Project Review approval is valid for one year. Any submittal for discretionary action after the one year period will require the project to be submitted into Development Project Review and the payment of new fees.

**SANTA ANA CITY COUNCIL**

Miguel A. Pulido  
Mayor  
[mpulido@santa-ana.org](mailto:mpulido@santa-ana.org)

Juan Villegas  
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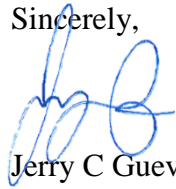
Cecilia Iglesias  
Ward 6  
[ciglesias@santa-ana.org](mailto:ciglesias@santa-ana.org)



Pedro Garcia  
DP No. 2018-06  
Master I.D. No. 2018-141605  
December 3, 2019

Please feel free to contact me if you have any questions or need assistance with the conditional use permit (CUP) application. I can be reached by phone at (714) 647-5481 or by email at [JGuevara@santa-ana.org](mailto:JGuevara@santa-ana.org).

Sincerely,



Jerry C Guevara  
Assistant Planner I

JG: M:\Development Project Review\2018\DP No. 2018-06 (542 E. Central Ave)\DP No. 2018-06 DRC Completion Letter.docx

Pedro A. Garcia with Pedro and Associates, representing Diocese of Orange, is proposing to construct a new two-story 6,372-square foot rectory and office building on a vacant property located at 542 East Central Avenue. The subject property has a General Plan land use designation of Low Density Residential (LR-7) and has a zoning designation of Single-Family Residential (R-1). The site is located on the southwest corner of Central Avenue and Halladay Street and is surrounded by residential uses to the south, west and east and Our Lady of Guadalupe Delhi church to the north. The project requires approval of a Conditional Use Permit (CUP) by the Planning Commission to allow a rectory and office building within the R-1 zoning district.

**I. Prior to submittal into Building Plan Check, address the following items:**

A) Planning Division:

- 1) All site plan issues must be resolved and your site plan approved by the City's Development Review Committee.
- 2) All discretionary action application(s) approved.

B) Public Works Agency:

- 1) Begin review process of surface drainage/grading/utility plans, erosion control plan, water quality management plan, and street improvement plan as described below under "Section II" by making the initial submittal of the listed plans and maps, and paying the required fees.

**II. Prior to issuance of a Building Permit, address the following items:**

A) Orange County Fire Authority (OCFA):

- 1) Submit a Fire Sprinkler Plan (service codes PR400-PR465).

B) Public Works Agency:

- 1) Provide two copies of the WQMP that include the following:
  - a. Site Assessment.
  - b. Site Design BMPs.
  - c. Applicable Routine Source Control BMPs.
  - d. Selection and sizing of the Treatment Control BMPs.
  - e. Mechanism(s) by which funding for long-term operation and maintenance of all Structural BMPs will be provided.

- f. Operation and Maintenance (O&M) Plan to describe the long-term operation and maintenance requirements of all applicable Structural BMPs and to identify the entity in charge of implementation.

**NOTE:** All new developments and existing facilities with significant redevelopment, irrespective of their size or category (Priority or Non-priority) shall provide and have approved a WQMP prior to the issuance of a grading permit. The WQMP document shall describe all applicable BMPs consistent with the approved surface drainage/grading plan. For assistance contact Sean Thomas at (714) 647-5655.

- 2) Submit, for review and approval, a surface drainage/grading/ erosion control plan, prepared by a registered civil engineer, showing the direction and means of flow to the adjacent street. The plan is to include existing and proposed elevations at and adjacent to all property lines. Drainage routed to the street must be directed beneath the sidewalk and through the curb. The plan shall depict all applicable "Site Design," structural "Source Control," and "Treatment Control" BMPs in accordance with the Orange County DAMP and the City of Santa Ana LIP.
- 3) Submit, for review and approval, street improvement plans prepared by a registered civil engineer, for wheel chair ramps, sidewalk, utilities connections, driveway approaches, catch basins, parkway landscape, etc., and all work to be constructed in the public right-of-way. Contact Behrooz Sarlak at (714) 647-5020 for assistance.
- 4) Obtain permit for work in the public right of way.
- 5) File, process, and record 17' x 17' corner cut-off dedication at the southwest corner of Central Avenue and Halladay Street. Contact Ehab Elias at (714) 647-5627 for assistance.
- 6) Construct sidewalk, utilities connections, new 8" PCC driveway approaches, undergrounding of utilities along project frontage, and all other work to be constructed in the public right-of-way, on all the Streets surrounding the project as noted on the site plan and/or the tentative map and as listed above, per City Standards and approved plans.
- 7) Install 24" box street trees and drought tolerant per the City of Santa Ana Parkway Guide line for Drought Tolerant plants. See current standards on internet at <http://www.santa-ana.org/sawatersmart/documents/SAParkwaysGuidelines27May2015.pdf> per the City Standards and approved plan.

- 8) Install, if not existing, all public utilities required to service the project site (i.e., sewer, water, and storm drain).
- 9) Any existing sewer lateral(s) serving the project site shall be properly capped and abandoned at the sewer main. Contact Mir Fattahi, at (714) 647-5038 for assistance.
- 10) Pay the required fees as follows:
  - a. Plan Check Fee (WQMP, lot merger, CC&Rs, grading, dedication, and street improvement).
  - b. Sewer Connection Fee - based on the number of plumbing fixture units. The Public Works Agency will require a set of both plumbing and floor plans showing all existing and new plumbing fixtures.
  - c. Transportation System Improvement Area (TSIA) Fee.
  - d. Orange County Sanitation District (OCSD) No. 15.
  - e. Drainage Assessment Fee (DAF).

**NOTE:** See the Public Works Counter for current fees. The applicant must pay the prevailing rate at the time payment is made. Federal Clean Water Protection Enterprise Fee Surcharge of 26% added to public improvement plan check, sewer lateral/water service, street work permit, and grading permit fees.

- 11) Street work shall be required to be performed by a licensed contractor for any and all the work in the public right of way. The contractor must provide the following prior to issuance of the street work permit.
  - a. A City of Santa Ana business license.
  - b. A Certificate of Insurance of general liability containing requirements as set forth by the City Attorney.
  - c. A Contractors license (with approved classification).
  - d. Proof of Worker's Compensation Insurance.
  - e. Two (2) sets of the approved street improvement plans.
  - f. If there are any new connections to the City's Water Main, provide an approved application for installation of Water Service. For an application, contact Behrooz Sarlak at (714) 647-5020.
- 12) Should the developer seek a building permit release prior to completing the off-site improvements, the developer must provide cash deposit or surety bond in an amount specified by the City of Santa Ana upon approval of all improvement plans and approval of itemized cost estimate. The cash deposit or the surety bond shall guarantee the construction of all necessary improvements. The cash deposit

shall be released approximately 135 days after all related permits are signed off by the City's Construction Inspector, approval by the City of Santa Ana, and the passage of any lien periods. In the event the work is not completed within one year of the date that a street work permit is signed, applicant agrees that the City may apply the cash deposit to the cost of completing the work and such work may be completed at the sole convenience of the City of Santa Ana. The deposit amount will be determined based upon the surface drainage and street improvement plans.

General requirements (Water):

- 13) The Developer shall install new, relocate, or upgrade existing domestic or irrigation Water Services per City Standards and approved plans, following the completion of a water meter application and the issuance of a Public Work's Encroachment Permit. A licensed contractor that possesses either an "A" or "C-34" California Contractor's license shall install the water services. Demand calculations in gallon per minute for size determination are required for both domestic and irrigation water meters.
- 14) The developer shall abandon all non-used existing water services and meters at the main, per City Standards. The developer shall contact City's Municipal Utility Services Department at (714) 647-5454 for meter service close out and removal. Protect the service and meter in place until the City staff removes the service(s).
- 15) All non-residential irrigated landscapes of 1,000 square feet and residential irrigated landscapes of 5,000 square feet or more require a separate landscape irrigation water meter & service of proper size to supply the project's landscape irrigation system.
- 16) The City of Santa Ana recommends the use of Weather Based Irrigation Controllers" Smart Timers" and Rotating Nozzles for Pup-up Spray Heads to be used on your irrigation systems. For a listing of approved equipment and possible rebates, please go to [www.BEWATERWISE.com](http://www.BEWATERWISE.com)
- 17) The Developer shall install new, relocate, or upgrade existing Fire Protection Facilities as required by the Orange County Fire Authority (OCFA), City Standards and approved plans, following the completion of a water service application and the issuance of a Public Works Encroachment Permit. A licensed contractor that possesses either an "A" or "C-34" California Contractor's license shall install the fire protection facilities. Demand calculations in gallon per minute for size determination are required.

Contact OCFA Plan Check at (714) 573-6126 for assistance.

(Please obtain latest list of approved backflow prevention assemblies from USC foundation for Cross Connection Control and Hydraulic Research.)

General requirements (Sewer):

- 18) The Developer shall install new sewer lateral(s) per City Standards and approved plans, following the issuance of a Public Works Encroachment Permit. A licensed contractor that possesses an “A”, C-34, or “C-36” California Contractors license shall install the sewer lateral.
  - a. Any existing and unused sewer lateral(s) connected the project site shall be properly capped and abandoned at the point of connection with the sewer main subject to inspection and approval of the Water Resources Manager or his designee.

Contact Water Division, at (714) 647-3320, for assistance.

**III. Prior to release of utilities or a Certificate of Occupancy, address the following items:**

A) Planning Division:

- 1) The applicant shall contact the Case Planner to set up a Final Field Inspection appointment. A three-day notice is required. The project must be completed before final approval can be given. The Case Planner must sign the Building Permit Field Card before Building Division will finalize any project.

B) Orange County Fire Authority (OCFA):

- 1) Prior to issuance of temporary or final certificate of occupancy, all OCFA inspections shall be completed to the satisfaction of the OCFA inspector and be in substantial compliance with codes and standards applicable to the project and commensurate with the type of occupancy (temporary or final) requested. Inspections shall be scheduled at least five days in advance by calling OCFA Inspection Scheduling at 714-573-6150.

C) Public Works Agency:

- 1) Complete construction of all the required improvement in the public right-of-way and provide a copy of the signed off street work permit.

**IV. Contact Information:**

- A) Please contact your Case Planner, Jerry Guevara, by phone at (714) 647-5481 or by email [JGuevara@santa-ana.org](mailto:JGuevara@santa-ana.org) for assistance with your project or if you desire to schedule a meeting with any of the DRC Agencies.
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PAVED ENTRY COURTYARD TO BE A COLORED STAMPED CONCRETE.

PLANTER AREAS TO BE MULCHED WITH A 2" DEEP LAYER OF 'DESERT GOLD' OR SIMILAR GRAVEL OVER A 3-OUNCE FILTER FABRIC.

VINE PLANTER AREA TO BE MULCHED WITH A GRAVEL MATCHING FRONT COURTYARD AREA.



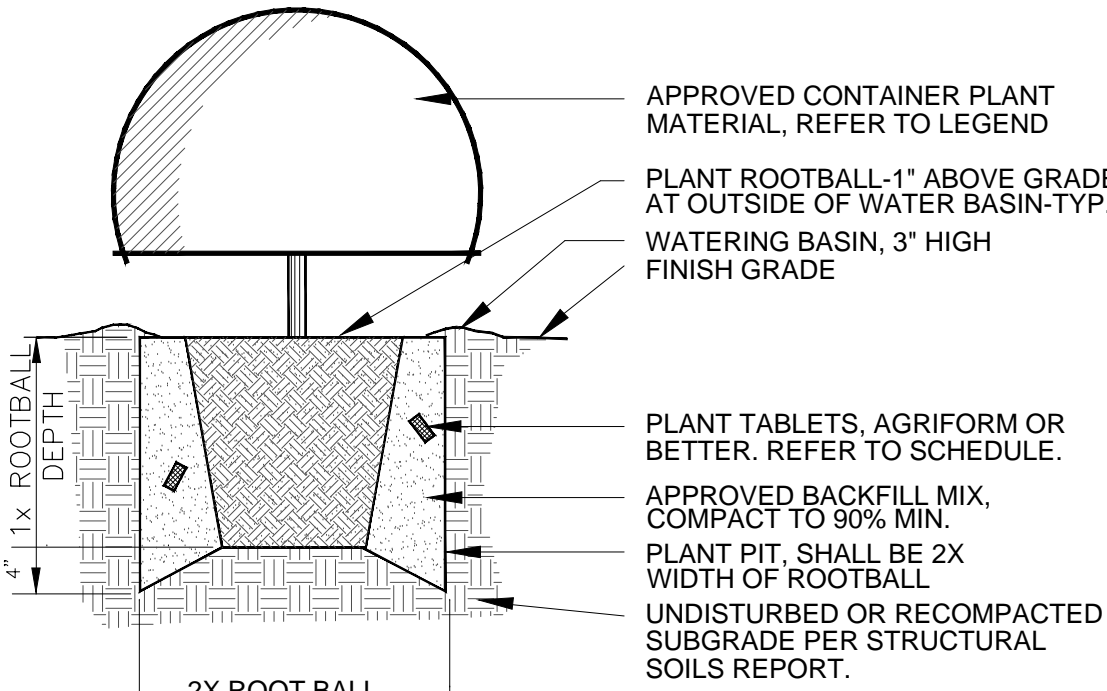
PLANTING LEGEND

	SYAGRUS ROMANZOFFIANA	WUCOLS 3: MED
	QUEEN PALM	25' TALL/10' WIDE
	2' BTf	SUN
	CHILOPSIS LINEARIS	WUCOLS 3: LOW
	'WARREN JONES'	35' TALL/20' WIDE
	24' BOX	FULL SUN
	LOMANDRA LONGIFOLIA	WUCOLS 3: LOW
	'NYALLA'	32' TALL/32' WIDE
	5-GAL.	SUN/SHADE
	BULBINE FRUTESCENS	WUCOLS 3: LOW
	BULBINE	3' TALL/3' WIDE
	5-GAL.	SUN/PART SUN
	LANTANA CAMARA	WUCOLS 3: LOW
	'NEW GOLD'	24" TALL/72" WIDE
	5-GAL.	SUN
	HESPERALOE PARVIFLORA	WUCOLS 3: LOW
	RED YUCCA	42" TALL/42" WIDE
	5-GAL.	SUN
	CALLIANDRA ERIOPHYLLA	WUCOLS 3: LOW
	FAIRY DUSTER	42" TALL/48" WIDE
	5-GAL.	SUN
	CAESALPINNEA GILESEA	WUCOLS 3: LOW
	DESERT BIRD OF PARADISE	72" TALL/72" WIDE
	15-GAL.	SUN/SHADE
	PARTHENOCISSUS	WUCOLS 3: MED
	'HACIENDA CREEPER'	VINE
	5-GAL. STAKED AS VINE	SUN/SHADE
	SMOOTH WASHED GRAY GRANITE BOULDERS	
	48"	
	36"	
	24"	

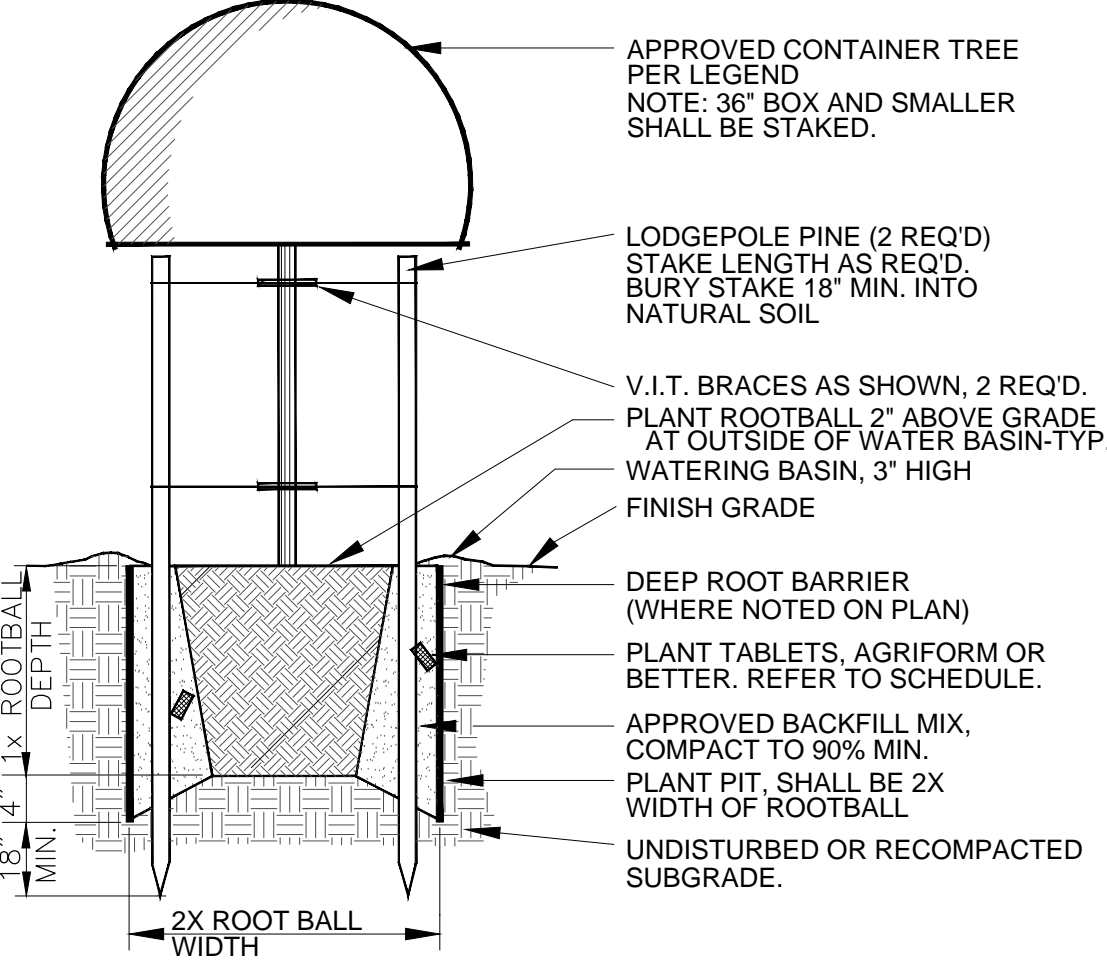
On-Site Landscape						
PROJECT ADDRESS	542 E. Central Ave., Santa Ana, CA	Area		MAWA TOTAL		
MAWA	Eto Conversion Adj Factor					
=	48.2 0.62 0.45	1,731	GPY	23,278		
SLA	48.2 0.62 1	1,731	GPY	23,278		

EAWA						
HYDROZONE	542 E. Central Ave., Santa Ana, CA	RR TYPE	PF/KL	H.A.-S.F.	I.E	Eto SUB-TOTAL
Special Landscape Area		Rotor	0.6	-	70%	48.2
Cool Season Turf		Rotor	0.8	-	70%	48.2
Warm Season Turf		Rotor	0.6	-	70%	48.2
Cool Season Turf		Dripline	0.8	-	85%	48.2
Warm Season Turf		Dripline	0.6	-	85%	48.2
Cool Season Turf		Rotary	0.8	-	70%	48.2
Warm Season Turf		Rotary	0.6	-	70%	48.2
Cool Season Turf		Spray	0.8	-	70%	48.2
Warm Season Turf		Spray	0.6	-	70%	48.2
High Water Use T/S/GC		Rotary	0.7	-	70%	48.2
Med Water Use T/S/GC		Rotary	0.5	-	70%	48.2
Low Water Use T/S/GC		Rotary	0.3	-	70%	48.2
V Low Water Use T/S/GC		Rotary	0.2	-	70%	48.2
High Water Use T/S/GC		Dripline	0.7	-	85%	48.2
Med Water Use T/S/GC		Dripline	0.5	-	85%	48.2
Low Water Use T/S/GC		Dripline	0.3	-	85%	48.2
V Low Water Use T/S/GC		Dripline	0.2	-	85%	48.2
High Water Use T/S/GC		Bubbler	0.7	-	85%	48.2
Med Water Use T/S/GC		Bubbler	0.5	160	85%	48.2
Low Water Use T/S/GC		Bubbler	0.3	1,571	85%	16,570
V Low Water Use T/S/GC		Bubbler	0.2	-	85%	48.2
Non-Irrigated						
Other						
				1,731	ANNUAL EWU-GAL.	19,352

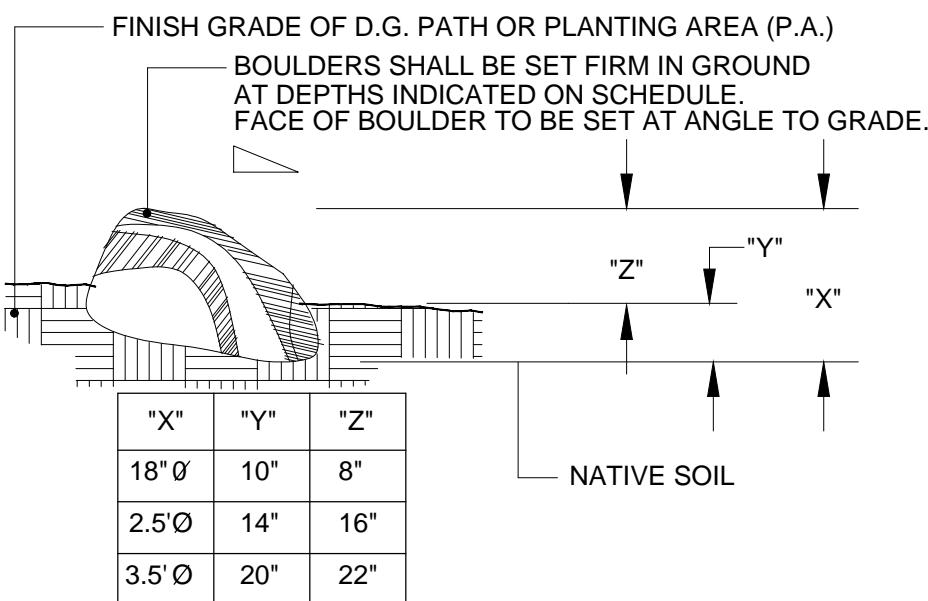
MWEO COMPLIANCE



A. SHRUB PLANTING



B. TREE PLANTING



NOTES:  
BOULDERS SHALL BE LOCAL SOURCE BOULDERS; SMOOTH, WATERWASHED, WITH NO MAJOR FRACTURES. ALL BOULDERS SUBJECT TO APPROVAL.

D. BOULDER INSTALLATION

PEDRO & ASSOCIATES  
architecture services, interiors  
344 Wagner Drive CLAREMONT, CA 91711  
PHONE 909-240-4404 pedroandassociates@hotmail.com

CHURCH OFFICE & RECTORY  
Our Lady of Guadalupe Delhi  
Diocese of Orange in California  
Reverend David Vuelvas  
542 EAST CENTRAL AVENUE, SANTA ANA, CALIFORNIA 92707

SHEET TITLE

LANDSCAPE  
DESIGN PLAN

STAMP



REVISION:

DATE: 10.24.2019

SCALE:

NOTED

LD1