



ORANGE COUNTY  
**OC Public Works**  
MEMORANDUM

County Administration South  
601 North Ross Street  
Santa Ana, CA 92701

P.O. Box 4048  
Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



**DATE:** March 13, 2024 (Meeting Date)  
**TO:** Coto de Caza Planning Advisory Committee  
**FROM:** Kevin Canning, Contract Planner  
**SUBJECT:** **PA24-0021** - An Administrative Site Development Permit to the Director to establish a community facility within the Village. Project site is 23882 Via Ortega (Via Ortega at Via Coyote).

**PROPOSAL**

A Site Development Permit to legitimize the establishment of an existing community facility use for the benefit of the Coto de Caza Community Association and Village area residents and homeowners. This use has existed at this location for several decades, however it was recently discovered that the storage sheds on the site had not received necessary building permits. This approval would allow the Association formalize the long-standing use, to secure the necessary building permits and will also add opportunities for improved use and access to portions of the Association’s open space areas for its homeowners.

**PROJECT DISCUSSION**

As noted, the HOA has utilized this site for many years for the storage of miscellaneous landscaping support equipment, street and traffic signage, and community support materials such as tables and chairs used for community events. The lot also provides a limited amount of off-street parking for service vehicles and community residents. Recently, the Association made an unrelated inquiry to the County regarding the prefabricated storage sheds currently on the property and it was discovered that the existing sheds had not received prior necessary approvals.

The subject approval would formally establish the use of the site as a community facility, as permitted by the Coto Specific Plan, and therefore all subsequent zoning and building permits applications could be processed and approved. The approval would also establish certain limitations on the use of the site, such a limitation of parking to daylight hours only, although it is noted that the Association has in the past enforced (towed) vehicles that parked overnight. The applicant’s letter (attached) includes a list of the proposed conditions and limitations to be imposed.

If you have any questions feel free to contact me at (714) 667-8847 or [Kevin.Canning@ocpw.ocgov.com](mailto:Kevin.Canning@ocpw.ocgov.com)

**Attachments:**

- 1) Applicant proposal letter and attachments

