

**NEWPORT BEACH ZONING ADMINISTRATOR MINUTES
100 CIVIC CENTER DRIVE, NEWPORT BEACH
ZOOM**

**THURSDAY, APRIL 16, 2026
REGULAR MEETING – 10:00 A.M.**

I. CALL TO ORDER – The meeting was called to order at 10:00 a.m.

Staff Present (Remote): Liz Westmoreland, AICP, Zoning Administrator
Jerry Arregui, Assistant Planner
Laura Rodriguez, Assistant Planner
Cameron Younger, Planning Technician

II. REQUEST FOR CONTINUANCES

None.

III. APPROVAL OF MINUTES

ITEM NO. 1 MINUTES OF MARCH 26, 2026

Zoning Administrator Westmoreland noted that she did not serve as zoning administrator that day. However, Benjamin Zdeba, who served as zoning administrator for that meeting, had submitted a comment for the record indicating he was comfortable with the minutes as drafted.

Zoning Administrator Westmoreland acknowledged receiving one public comment from Mr. Jim Mosher regarding grammatical errors and agreed to suggested changes. No further comments were received.

Action: Approved as amended

IV. PUBLIC HEARING ITEMS

**ITEM NO. 2 Sage Hill School Comprehensive Sign Program and Modification Permit (PA2026-0034)
Site Location: 20402 Newport Coast Drive Council District 7**

Jerry Arregui, Assistant Planner, provided a brief project description stating that a request is for a comprehensive sign program (CSP) to establish design parameters for all signage at Sage Hill School visible from the public right-of-way, including both existing and proposed signage. The request also includes a modification permit to authorize increased sign area for four sign types that exceed City standards by more than 30%.

Assistant Planner Arregui detailed the four sign types. He noted that Sage Hill is located on a large 20-acre property surrounded by open space, the closed Coyote Canyon landfill, Highway 73, and Newport Coast Drive which is a major six-lane road with a 60-mph speed limit. Due to an intervening parcel, the school is not visible from Newport Coast Drive, with access only through one entrance road. Mr. Arregui stated that the applicant requested a modification to Condition of Approval No. 8, changing the illumination prohibition from 11 p.m. to 6 a.m. to 11 p.m. to 5 a.m.

In response to Zoning Administrator Westmoreland's questions regarding conditions of approval, Assistant Planner Arregui confirmed that conditions from prior approvals had been carried over into the current resolution.

Applicant Pua Whitford of CAA Planning, on behalf of the Sage Hill School, stated that she had reviewed the draft resolution and agrees with all the required conditions.

Zoning Administrator Westmoreland opened the public hearing.

Seeing that no one from the public wished to comment, the public hearing was closed.

Action: Approved as amended

**ITEM NO. 3 1213 Balboa Boulevard Coastal Development Permit and Tentative Parcel Map
(PA2025-0232)
Site Location: 1213 West Balboa Boulevard Council District 1**

Cameron Younger, Planning Technician, provided a brief project description stating that the request is for a tentative parcel map for two-unit condominium purposes in the R-2 zone. The project involves demolishing a three-unit residence and constructing a new three-unit residence with an internal ADU. A coastal development permit is required due to the tentative parcel map request in the coastal zone. Planning Technician Younger stated that in regards to the demolition and construction of the proposed three-unit residence, a Categorical Exclusion Order will be sent to the Coastal Commission separately during the project's plan check phase.

Planning Technician Younger explained that due to the property's legal nonconforming third unit and compliance with the Housing Crisis Act of 2019, the project cannot result in a net loss of residential units. To comply with this, the applicant has proposed to construct a third unit in the form of an ADU, which may not be sold separately from the two-unit residences. The project therefore does not involve a change in land use, density, or intensity that may result in increased demand for public access and recreational activities in the Coastal Zone. The project is not located adjacent to any coastal viewpoint, public accessway, or view-road as identified in the Coastal Land Use Plan. The nearest coastal viewpoint is located at 1,175 feet southeast of the property at Veteran's Memorial Park. The project does not obstruct beach access as vertical access is maintained along the adjacent 12th Street approximately 100 feet east of the property. Lateral access to the beach is provided to the east through the adjacent West Ocean Front public boardwalk.

In response to written public comments, Planning Technician Younger clarified that the property does not have a rear yard setback due to the 20-foot-wide alley and that no obstructions should be permitted to encroach onto the alleyway. Ms. Younger further clarified that a minimum 36-inch setback will still be required on one side of the property to provide clearance for fire safety purposes. In response to another public comment regarding short-term lodging, Planning Technician Younger stated that while short-term lodging is permitted for the two dwelling units, no active permit exists on-site and the ADU is prohibited from short-term lodging.

In response to Zoning Administrator Westmoreland's question regarding short-term lodging, Planning Technician Younger confirmed that per the code, the proposed ADU will be prohibited from holding a short-term lodging permit.

Applicant Joseph Remick of Sage Modern, on behalf of the Owner, stated that he had reviewed the draft resolution and agreed with all the required conditions.

Zoning Administrator Westmoreland opened the public hearing. Seeing that no one from the public wished to comment, the public hearing was closed. Zoning Administrator Westmoreland noted that the project review is narrowly focused on the tentative parcel map and coastal development permit related to the two-unit subdivision.

Action: Approved

Administrator Westmoreland requested additional information to quantify the anticipated demand on parking, clarify other operational uses of the property, history of the use of the property's slips, and how the applicant plans to address public concerns about trash.

Action: Continued to April 30, 2026 meeting

ITEM NO. 5 Newman Residence Coastal Development Permit (PA2025-0229)
Site Location: 2609 Cove Street

Council District 6

Laura Rodriguez, Assistant Planner, provided a brief project description stating that a request for a coastal development permit (CDP) to demolish an existing single-unit dwelling and construct a new three-story, 2,695-square-foot single-unit dwelling with an attached 481-square-foot garage. The project includes hardscape, drainage, and site walls. No improvements are proposed to the private deck area at the front of the residence. The property is bisected and the deck area, bulkhead, and a portion of the site walls fall within the permit jurisdiction of the California Coastal Commission (CCC). Therefore, these areas are not reviewed with the CDP.

The property is located within the R-1 Single Unit Residential Detached (RS-D) zoning district and is consistent with the City's Coastal Land Use Plan (CLUP), General Plan, and Zoning Code. The property is also located within Corona del Mar's China Cove neighborhood. Project design, bulk, and scale are consistent with the neighborhood's pattern of development.

Assistant Planner Rodriguez stated that the property's existing bulkhead was raised in 2025 to a height of 10.90 feet and is currently a compliant coastal hazard protection device. A Coastal Hazard's report prepared by PMA Consulting verified that the property will not be subject to flooding over its economic lifetime. The finished floor of the residence will be 10.50 feet, which complies with the minimum nine-foot elevation standard for new structures.

In regards to public access, Assistant Planner Rodriguez confirmed that the project will not change the land use, density, or intensity and will not result in an increased demand for public access or recreation opportunities. The site is near coastal roads and coastal viewpoints as designated in the CLUP. Three coastal viewpoints exist near the project site: Ocean Boulevard, Carnation Avenue, and West Jetty View Park. The project would not be directly visible from the viewpoints on Ocean Avenue and Carnation Avenue due to surrounding development. However, the project would be substantially visible from West Jetty View Park. Staff also evaluated the project's visibility from the beach adjacent to the property, but clarified that this location is not designated as a coastal viewpoint in the CLUP. Assistant Planner Rodriguez confirmed that staff has determined that the design proposed compliments the surrounding area and does not have the potential to degrade or have adverse impacts on public views.

Assistant Planner Rodriguez acknowledged receiving written public comment regarding pile driving during construction and verified with the Building Division that piles cannot be driven in this area. In response to another written public comment regarding views, Assistant Planner Rodriguez clarified that viewpoint along Dahlia Avenue is not a designated coastal viewpoint under the coastal land use plan; however, if considered, the existing development would limit visibility of the subject property. Ms. Rodriguez also noted that no rooftop equipment is currently proposed for the project.

In response to Zoning Administrator Westmoreland's question regarding a public comment received on view simulations, Assistant Planner Rodriguez confirmed that the view simulations can be found in Figures 3, 4, 5, and 6 within the Staff Report.

In response to Zoning Administrator Westmoreland's question regarding the beach area along Dahlia Avenue, Assistant Planner Rodriguez confirmed that while this area is not a coastal viewpoint in the CLUP and does not require analysis, staff did review the location and confirmed the project will not degrade the visual quality. In response to Zoning Administrator Westmoreland's question, Ms. Rodriguez stated that it is correct that the project is approximately 1,000 square feet less than the zoning district allows.

Zoning Administrator Westmoreland opened the public hearing.

Applicant Eric Olson of Eric Olson Design, on behalf of the Owner, stated that he had reviewed the draft resolution and agreed with all the required conditions.

Seeing as no one from the public wished to comment on the item, the public hearing was closed and then subsequently reopened to allow the Applicant to respond to the Zoning Administrator's question.

Mr. Olson confirmed that the proposed wall along the side property line adjacent to the beach would be a low wall measuring 36-inches.

Zoning Administrator Westmoreland closed the public hearing.

Action: Approved

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

VI. ADJOURNMENT

The hearing was adjourned at 10:46 a.m.

The agenda for the Zoning Administrator Hearing was posted on April 10, 2026, at 10:00 a.m. on the digital display board located inside the vestibule of the Council Chambers at 100 Civic Center Drive and on the City's website on April 10, 2026, at 9:35 a.m.

Liz Westmoreland, AICP
Zoning Administrator