

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

**THURSDAY, MARCH 12, 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): Benjamin M. Zdeba, AICP, Zoning Administrator
Oscar Orozco, Associate Planner

II. REQUEST FOR CONTINUANCES

None.

III. APPROVAL OF MINUTES

ITEM NO. 1 MINUTES OF FEBRUARY 26, 2026

Zoning Administrator Zdeba acknowledged receiving a written comment regarding the misrepresentation on vertical and lateral access and clarified that the minutes accurately reflect what was stated in the meeting. Zoning Administrator Zdeba agreed with the suggested written comment to change terminology from “finish floor” to “finished floor”. No other members of the public wished to comment on the draft minutes.

Action: Approved as amended

IV. PUBLIC HEARING ITEMS

**ITEM NO. 2 Manson Residence Modification Permit (PA2025-0205)
Site Location: 2612 Circle Drive**

Council District 2

Oscar Orozco, Associate Planner, provided a brief project description stating that the request is for a modification permit to allow an addition of over 10% to the existing square footage within a 10-year period to an existing single-unit dwelling with an existing nonconforming interior clear garage dimension. The proposed addition totals 235 square feet, which is 6.8% of the existing gross floor area. In 2019, a 340-square-foot addition was approved, amounting to a 9.8% addition. The existing structure, along with the proposed project totals to a 16.6% addition within a 10-year period.

The property is in the R-1 Zoning District. It is an existing two-story, single-unit residence with a total of 3,790 square feet, including an attached garage. Associate Planner Orozco stated that the R-1 Zoning District limits the floor area to a total of two-times the buildable area, which amounts to 5,440 square feet for the property. The inclusion of a 235-square-foot addition amounts to a total of 4,025 square feet. The existing interior dimensions of the two-car garage measure 18 feet in width by 19 feet, 3 inches in depth. Since this does not meet the current requirements of 20 feet by 20 feet, the garage is considered nonconforming. The proposed addition includes expanding the rear of the existing garage towards the alley, increasing the garage’s depth to 23 feet, 7 inches and exceeding the current 20-foot standard.

Associate Planner Orozco continued that increasing the project scope to expand the width of the garage would require major structural alterations and significant costs while providing negligible benefit, as well as place the wall within the side yard setback, which would not comply with the zoning code. In addition, the Bayshore Community Association requires the property to maintain a more restrictive 4-foot side setback, making shifting the western wall infeasible for the scope of the project. Moving the eastern wall to achieve a 20-foot width would reduce the interior dimensions of the existing den from 12 feet wide to 9 feet, 8 inches wide. Associate Planner

Orozco stated that this option would reduce the room's functionality, as well as add significant scope and cost to the project. Finally, while the sidewalls of both the garage and den could be shifted to the east, this still would not achieve the minimum required garage width.

Associate Planner Orozco acknowledged that an alternative to this proposal could be to reduce the size addition to no more than 10% of the existing floor structure, including the 2019 addition. However, given that the intention of the project is to increase functional garage space for the residents as well as improve the non-conformity of the garage through increasing the depth, a redesign would significantly impact the objectives of the project and not provide any real benefit to the applicant. Existing garage conditions provide adequate on-site parking and demand for street parking is not expected to increase as part of the project. Additionally, the project includes a golf cart parking area that also serves as storage for mechanical equipment, preventing the need for any of these items to be stored within the current garage.

The project site is located within the Coastal Zone. However, because the Local Coastal Program Implementation Plan does not include garage dimensions and the project's increase in square footage is less than 10%, a coastal development permit is not required.

Associate Planner Orozco acknowledged that a written public comment was submitted by Jim Mosher requesting clarification on Fact 2 in support of Finding D, as well as the Statement of Fact in Section 1 regarding why a modification permit is required for the project while a coastal development permit is not. Associate Planner Orozco clarified that the Modification Permit is necessary due to the proposed cumulative 16.6% addition over the last 10 years. The coastal development threshold is 10% at the time of the proposal. Because this project only offers a 6.8% addition, a coastal development permit is not required.

In response to Zoning Administrator Zdeba, Associate Planner Orozco confirmed that there is no cumulative percentage requirement for a coastal development permit.

Jeffery Benson, on behalf of the Property Owner, stated that he had reviewed the draft resolution and agreed with all the required conditions of approval.

In response to Zoning Administrator Zdeba's question on the garage's functionality, Mr. Benson confirmed that the residents can currently park two large vehicles in the existing garage and that the increase of garage space is desired to better accommodate movement around vehicles as well as to better store items, such as bicycles.

Zoning Administrator Zdeba opened the public hearing. Seeing that no one from the public wished to comment, the public hearing was closed.

Action: Approved

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

VI. ADJOURNMENT

The hearing was adjourned at 10:13 a.m.

The agenda for the Zoning Administrator Hearing was posted on March 5, 2026, at 9:30 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 March 5, 2026, at 9:22 a.m.

Benjamin M. Zdeba, AICP
Zoning Administrator