

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

**THURSDAY, MAY 14, 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  
Saul Mercado, Contract Planning Technician

**II. REQUEST FOR CONTINUANCES**

None.

**III. APPROVAL OF MINUTES**

**ITEM NO. 1 MINUTES OF APRIL 30, 2026**

Zoning Administrator Westmoreland acknowledged receiving written public comments from Mr. Jim Mosher and agreed with the suggested changes. No further comments were received.

**Action:** Approved as amended.

**IV. PUBLIC HEARING ITEMS**

**ITEM NO. 2 Nook Coffee Bar (PA2026-0047)  
Site Location: 3027 East Coast Highway**

**Council District 6**

Saul Mercado, Contract Planning Technician, provided a brief project description stating that the request is for a minor use permit to establish a new coffee shop. The property is located in the Commercial Corridor Zoning District. A coastal development permit is not required as no intensification or enlargement of the existing tenant suite or shopping center is requested.

The Newport Beach Municipal Code (NBMC) defines the proposed use as a Take-Out Service – Fast Casual land use. A minor use permit is required to establish the use due to the property's proximity to residential zones. The proposed hours of operation are 7 a.m. to 6 p.m., daily. Contract Planning Technician Mercado noted that Condition of Approval No. 4 limits the hours of operation from 7 a.m. to 9 p.m. to allow for future flexibility to the operator. The project is limited to a maximum number of 20 interior seats.

The site is currently considered non-conforming due to the limited number of parking spaces. The previous use was a dry-cleaner, which was defined by the NBMC as Personal Services - General. Because both the previous and proposed use require one parking space per 250 square feet gross floor area, no intensification is proposed and therefore no additional parking is required for the application.

In response to public written comments regarding the number of seats allowed for the project, as well as review by the Orange County Health Department, Contract Planning Technician Mercado clarified that the previous dry-cleaning facility was only used as a pick-up and drop-off location. Regarding seating limits, Mr. Mercado proposed a condition of approval, which states that a maximum of 20 seats will be allowed for the project. Condition of Approval No. 21 was also amended to read "prior to the issuance of the building permit, approval is required from all applicable review agencies, including the Orange County Health Department for the purposes of health and safety".

Applicant Mike Lee of EELEKIM STUDIO, 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.

**Action:** Approved as amended

**V. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**VI. ADJOURNMENT**

The hearing was adjourned at 10:07 a.m.

**The agenda for the Zoning Administrator Hearing was posted on May 8, 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 May 8, 2026, at 9:20 a.m.**

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Liz Westmoreland, AICP  
Zoning Administrator