

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

**THURSDAY, JUNE 11, 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  
Cameron Younger, Planning Technician  
Laura Rodriguez, Assistant Planner

**II. REQUEST FOR CONTINUANCES**

None.

**III. APPROVAL OF MINUTES**

**ITEM NO. 1 MINUTES OF MAY 28, 2026**

**Action:** Approved

**IV. PUBLIC HEARING ITEMS**

**ITEM NO. 2 Grieve Residence Coastal Development Permit (PA2026-0001)  
Site Location: 5 Canal Circle**

**Council District 1**

Cameron Younger, Planning Technician, provided a brief project description stating that the request is for a coastal development permit (CDP) to allow for a 921-square-foot addition, including a new third story at approximately 279 square feet. The property is located within the R-1 Coastal Zoning District, and with the proposed addition the total square footage will be 3,680 square feet. The property is considered nonconforming due to its existing front setback encroachment on the street. Where 5 feet is required, the existing setback conditions are approximately 4.7 feet. The project is consistent with the Zoning Code and Coastal Land Use Plan and it conforms with provisions of Title 21 regarding nonconforming structures and additions.

A Coastal Hazards Report confirmed that the project is safe from coastal hazards. The property is adjacent from a canal, Semeniuk Slough, in which the report concludes to be unaffected by coastal hazards. The property is located near two Coastal Viewpoints identified in the Coastal Land Use Plan. Both are located less than 300 feet south of the property and the two locations provide public views of the slough. Planning Technician Younger confirmed that the property is not located within the public viewshed and there are no impacts to access points, as demonstrated in Figure 2 of the Staff Report. There is no lateral access provided between the first row of residences and the slough. The site is not located by a public beach as the nearest beach is located approximately 2,000 feet south abutting the West Ocean Front.

In response to received written public comments, Planning Technician Younger clarified that Fact 1.b of Finding A will be revised to remove mention of the rear setback as the property has a front setback facing the slough. Ms. Younger reiterated that there is an existing nonconforming front setback on the street. Fact 2 of Finding A will also be clarified to reflect the development of the neighborhood as the property is surrounded by predominately two-story residences. Fact 5 of Finding A shall be clarified regarding the projected sea-level rise in Newport Bay and clarified that the existing berms and levees in the area protect the site, as mentioned in the Coastal Hazards Report. Planning Technician Younger stated that Fact 11 of Finding A shall remove mention of the West Ocean Front boardwalk and that any topographical comments will be addressed in the resolution.

In response to Zoning Administrator Westmoreland's question regarding the height of the structure, Planning Technician Younger confirmed that the existing two-story structure is more consistent with the typical height of a three-story structure.

Applicant Jeff Benson, 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

**ITEM NO. 3 Luce Residence Coastal Development Permit (PA2026-0015)**  
**Site Location: 129 North Bay Front**

**Council District 5**

Laura Rodriguez, Assistant Planner, provided a brief project description stating that the request is for a CDP for the demolition of an existing single-unit residence and construction of a new, 2,283-square-foot three-story, single-unit residence with an attached 462-square-foot two-car garage. The project is located in a developed neighborhood on Balboa Island within the Single Residential Balboa Island Zoning District. The project is consistent with the City's Coastal Land Use Plan, Zoning Code, and General Plan.

The finish floor elevation will be 9.13 feet NAVD 88, which complies with the minimum standards for new residences. A Coastal Hazards Report was provided by PMA consulting, which recommended that flashings and waterproofing up to 23 inches above the top of slab be installed to protect the project from flooding. The property is not near a coastal view road or coastal viewpoint. The project is not within the viewshed of the Balboa Yacht Basin, which is approximately 870 feet northeast of the property, and therefore would not obscure views of the coast. Public access is available in front of the property along the boardwalk.

Ms. Rodriguez stated that the Applicant Chris Brandon of Brandon Architects, was not present, but agreed in prior correspondence to the conditions of approval on behalf of the owner.

In response to Zoning Administrator Westmoreland's question regarding Condition of Approval No. 2, Assistant Planner Rodriguez confirmed that the requirement to have the curb or waterproofing go up to 10.9 is consistent or above the sea-level rise projections provided by the State.

Zoning Administrator Westmoreland 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**

In response to a written public comment received from Mr. Mosher regarding how staff prepares reports with bookmarking and attachments, Zoning Administrator Westmoreland confirmed that staff will continue to provide bookmarking in future reports.

**VI. ADJOURNMENT**

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

The agenda for the Zoning Administrator Hearing was posted on June 5, 2026, at 3:30 p.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 June 5, 2026, at 2:51 p.m.



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Liz Westmoreland, AICP  
Zoning Administrator

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