



CITY OF NEWPORT BEACH ZONING ADMINISTRATOR AGENDA

ZOOM

Thursday, April 16, 2026 - 10:00 AM

Zoning Administrator Members:

Liz Westmoreland, AICP, Zoning Administrator

The City of Newport Beach will conduct the Zoning Administrator meeting via Zoom. As a member of the public, if you would like to participate in this meeting, you can participate via the following options:

1. You can connect with a computer by joining through Zoom. Click the link below to register for the meeting using a valid email address. You will receive a confirmation email allowing you to join the meeting: : https://us06web.zoom.us/webinar/register/WN_ilPwcWiiSLyMksnyEM4Jog
2. You may connect by Telephone/Audio Only by calling: 669-900-9128. The webinar ID is 880 3654 1890.
3. Attendees must "raise their hand" if they would like to speak during Public Comments. If attending by phone, press *9.

The agenda will be posted at least seventy-two (72) hours in advance of each regular meeting and the public will be allowed to comment on agenda items before the Zoning Administrator, as well as items not on the agenda but are within the subject matter jurisdiction of the Zoning Administrator. The Zoning Administrator may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The agendas, minutes, and staff reports are available on the City's website at: www.newportbeachca.gov/zoningadministrator and for public inspection in the Community Development Department, Planning Division located at 100 Civic Center Drive, during normal business hours. If you have any questions or require copies of any of the staff reports or other documentation, please contact the Community Development Department, Planning Division staff at 949-644-3200.

Please Note: All mail or written communications (including email) from the public, residents, or applicants regarding an agenda item must be submitted by 12:00 p.m. on the business day immediately prior to the meeting. This allows time for the Zoning Administrator to adequately consider the submitted correspondence. Comments can be emailed to CDD@newportbeachca.gov, and all emails will be made part of the record.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Liz Westmoreland, AICP, Zoning Administrator, at least forty-eight (48) hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible at 949-644-3234 or Lwestmoreland@newportbeachca.gov.

If in the future, you wish to challenge in court any of the matters on this agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the City at or before the hearing.

APPEAL PERIOD: An appeal may be filed with the Director of Community Development or City Clerk, as applicable, within fourteen (14) days following the date the action or decision was rendered unless a different period of time is specified by the Municipal Code (e.g., Title 19 allows ten (10) day appeal period for tentative parcel and tract maps, lot line adjustments, or lot mergers). For additional information on filing an appeal, contact the Planning Division at 949-644-3200.

I. CALL MEETING TO ORDER

II. REQUEST FOR CONTINUANCES

III. APPROVAL OF MINUTES

1. Draft Minutes of March 26, 2026

Recommended Action

1. Approve and File

[Draft Minutes of March 26, 2026](#)

[1a Additional Materials Received Staff Draft Minutes 03-26-2026](#)

IV. PUBLIC HEARING ITEM(S)

2. Sage Hill School Comprehensive Sign Program and Modification Permit (PA2026-0034)

Site Location: 20402 Newport Coast Drive

Project Summary

A request for a comprehensive sign program (CSP) to establish design parameters for all signage at Sage Hill School that are visible from the public right of way. Also included is a request for a modification permit to authorize increased sign area for four sign types, as they exceed the maximum sign area allowed by Chapter 20.42 of the Newport Beach Municipal Code (NBMC) by more than 30%. If approved, the project will supersede all previous approvals related to signage.

The CSP requests the following deviations:

- a. Sign Type A and B - Placement of wall signs outside of the middle 50% of building frontages, where the NBMC requires wall signs to be located within the middle 50% of the building frontage;
- b. Sign Type D - Retention of two existing monument signs originally approved by the County of Orange (County), which are located at the intersection of Newport Coast Drive and the school's entrance road, where the NBMC allows for one freestanding sign;
- c. Sign Type D - Retention of two existing 40-foot-wide monument signs where the Zoning Code allows a maximum width of 9 feet and;
- d. Sign Type D - Retention of one existing monument sign without an address plate identifying the subject property, where the NBMC requires all monuments signs to have an address plate.

The Modification Permit proposes the following:

- a. Sign Type A - Installation of a 375-square-foot, internally illuminated, wall sign located on the primary frontage of the middle school gymnasium building, where the NBMC allows a maximum of 50 square feet;
- b. Sign Type B - Installation of a 36-square-foot, internally illuminated, wall sign located on the secondary frontage of the middle school gymnasium building, where the NBMC allows only 50% of the primary frontage allowance, in this case a maximum of 25 square feet;
- c. Sign Type C - Installation of a 196-square-foot, internally illuminated, wall sign located on the rear of the baseball field scoreboard, where the NBMC allows a maximum of 50 square feet and;
- d. Sign Type D - Retention of two existing 240-square-foot monument signs,

originally approved by the County, where the NBMC allows for a maximum of 75 square feet;

Recommended Action

1. Conduct a public hearing;
2. Find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15311 under Class 11 (Accessory Structures) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, because it has no potential to have a significant effect on the environment; and
3. Adopt Draft Zoning Administrator Resolution No. _ approving Comprehensive Sign Program and Modification Permit filed as PA2026-0034 (Attachment No. ZA 1).

[Item No. 2 Staff Report](#)

3. **1213 Balboa Boulevard Coastal Development Permit and Tentative Parcel Map (PA2025-0232)**
Site Location: 1213 West Balboa Boulevard

Project Summary

The applicant requests a coastal development permit (CDP) and accompanying tentative parcel map (TPM) for two-unit condominium purposes. Currently, there is a two-story, three-unit residence that will be demolished, and a 3,569-square-foot, two-unit residence (Units A and B), a 245-square-foot internal accessory dwelling unit (ADU) located on the lower level, and an attached 516-square-foot two-car garage is proposed to be constructed. The TPM is requested to allow Units A and B to be sold individually while the ADU is not permitted to be sold individually. The project complies with all development standards and no deviations from the Newport Beach Municipal Code (NBMC) are requested (Project).

Recommended Action

1. Conduct a public hearing;
2. Find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15315 under Class 15 (Minor Land Divisions) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential to have a significant effect on the environment; and
3. Adopt Draft Zoning Administrator Resolution No. _ approving Coastal Development Permit No. PA2025-0232 (Attachment No. ZA 1).

[Item No. 3 Staff Report](#)

4. **MarcWest Boat Operations Limited Term Permit (More Than 90 Days) and Coastal Development Permit (PA2025-0239)**
Site Location: 504 South Bay Front

Project Summary

A request for a limited term permit (more than 90 days) (LTP) and coastal development permit (CDP) to authorize a boat rental operation for up to a one-year term. The applicant will offer two electric tri-toon boats for rental excursions on Newport Harbor. When not in use, each electric tri-toon will be docked at existing commercial slips in front of the subject property. Each boat accommodates up to 12 passengers. The proposed hours of operations are 10 a.m. to 5 p.m., daily. The subject property is considered legal nonconforming due to limited parking available onsite. Therefore, guests will be directed to park offsite. If the LTP and the CDP are approved, then a Marine Activity Permit is required from the City's Harbor Department.

Recommended Action

1. Conduct a public hearing;
2. Find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 under Class 1 (Existing Facilities), and 15304 under Class 4 (Minor Alterations to Land) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential to have a significant effect on the environment; and
3. Adopt Draft Zoning Administrator Resolution No. _ approving Coastal Development Permit and Limited Term Permit filed as PA2025-0239 (Attachment No. ZA 1).

[Item No. 4 Staff Report](#)[4a Additional Materials Received Kelleher PA2025-0239](#)**5. Newman Residence Coastal Development Permit (PA2025-0229)**

Site Location: 2609 Cove Street

Project Summary

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 two-car garage. Also included in the request is the installation of hardscape, drainage, and site walls. No improvements are proposed to the private deck area at the front of the residence. The permit jurisdiction for the property is bisected and the existing deck area, bulkhead, and a portion of the site walls fall within the permit jurisdiction of the California Coastal Commission (CCC). While no improvements are proposed within this area, future improvements shall require a separate Approval In Concept (AIC) from the City and separate authorization from the CCC.

Recommended Action

1. Conduct a public hearing;
2. Find this project exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 under Class 3 (New Construction or Conversion of Small Structures) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential to have a significant effect on the environment; and
3. Adopt Draft Zoning Administrator Resolution No. _ approving Coastal Development Permit files as PA2025-0229 (Attachment No. ZA 1).

[Item. No 5 Staff Report](#)

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Zoning Administrator. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Zoning Administrator has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

VI. ADJOURNMENT