



CITY OF NEWPORT BEACH ZONING ADMINISTRATOR AGENDA

ZOOM

Thursday, March 12, 2026 - 10:00 AM

Zoning Administrator Members:

Benjamin M. Zdeba, 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_i2KQegLPTfGx7VW_mN9IVw
2. You may connect by Telephone/Audio Only by calling: 669-900-9128. The webinar ID is 847 3043 4445.
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 Benjamin M. Zdeba, 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 949-644-3253 or BZdeba@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 February 26, 2026

Recommended Action

1. Approve and File

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

IV. PUBLIC HEARING ITEM(S)

2. Manson Residence Modification Permit (PA2025-0205)

Site Location: 2612 Circle Drive

Project Summary

A modification permit to allow an addition to an existing single-unit dwelling that is greater than 10% of the existing square footage within a 10-year period. The existing single-unit dwelling consists of 3,790 square feet and is nonconforming due to the dimensions of the existing garage. Title 20 (Planning and Zoning) of the Newport Beach Municipal Code (NBMC) limits additions to a maximum of 10% of the existing gross floor area within a 10-year period when a residence has nonconforming parking. The proposed addition includes 235 square feet (6.8% addition), and in 2019 an addition was approved for 340 square feet, resulting in a total addition of approximately 16.6% within a 10-year period. The addition otherwise complies with all applicable development standards, and no other deviations are requested.

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 Conversions 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 Modification Permit filed as PA2025-0205 (Attachment No. ZA 1).

[Item No. 2 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