



# CITY OF NEWPORT BEACH ZONING ADMINISTRATOR AGENDA

## ZOOM

Thursday, June 12, 2025 - 10:00 AM

### ***Zoning Administrator Members:***

**Liz Westmoreland, AICP, Zoning Administrator**

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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\\_ICwJ5AMSQf2UQqlsd3an3g](https://us06web.zoom.us/webinar/register/WN_ICwJ5AMSQf2UQqlsd3an3g)
2. You may connect by Telephone/Audio Only by calling: 669-900-9128. The webinar ID is 879 6758 1938#.
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](http://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](mailto: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](mailto: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 May 29, 2025**

#### ***Recommended Action***

1. Approve and File

[Draft Minutes of May 29, 2025](#)**IV. PUBLIC HEARING ITEM(S)****2. Zak Residence Modification Permit and Coastal Development Permit (PA2025-0051)****Site Location: 34 Castaways North*****Project Summary***

A modification permit and coastal development to allow an addition to an existing single-unit dwelling that is greater than 10% of the existing square footage. The existing single-unit dwelling 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 when a residence has nonconforming parking. The addition includes 390 square feet on the first floor and 710 square feet on the second floor (1,100 square feet total), which is a 24% addition. The addition otherwise complies with all applicable development standards and no other deviations are requested. Since the project is located within the coastal zone, a coastal development permit is also required.

***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) 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 the Modification Permit and Coastal Development Permit filed as PA2025-0051.

[ITEM NO. 2 STAFF REPORT](#)**3. Taylor Residence Coastal Development Permit (PA2025-0075)****Site Location: 213 Tremont Drive*****Project Summary***

A request for a coastal development permit (CDP) to allow the removal of an existing single-story, single-family manufactured home and accessory structures and the installation of a new single-story, single-family manufactured home in compliance with state law. The development also includes a driveway, patio, walkways and entry stairs.

***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 No. PA2025-0075.

[ITEM NO. 3 STAFF REPORT](#)

4. **Bay House 2100, LLC Residence Coastal Development Permit and Lot Merger (PA2025-0007)**  
**Site Location: 2100 and 2102 East Balboa Boulevard**

***Project Summary***

A request for a Coastal Development Permit (CDP) to demolish a 9,158 square-foot single-unit dwelling and accessory structures located across two lots and a Lot Merger to merge the two existing lots into one single lot. The project proposes to construct a 16,211 square-foot two-story single-unit dwelling with a 2,730 square-foot basement, and a detached 3,752 square-foot carriage house with a 994 square-foot internal accessory dwelling unit (ADU). The project includes three one-car garages for the single-unit dwelling. The project includes landscape, hardscape, and subsurface drainage facilities all within the confines of private property.

The subject property is bisected by the coastal permit jurisdiction boundary resulting in a portion of the front patio accessory improvements, the bulkhead improvements, dock improvements, and lot merger within California Coastal Commission's permit jurisdiction. This Coastal Development Permit is intended to cover portions of the project within the City's permit authority as designated in the Local Coastal Program (Title 21 of the Newport Beach Municipal Code).

***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 and Conversion of Small Structure) and 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 the Coastal Development Permit and Lot Merger filed as PA2025-0007.

[ITEM NO. 4 STAFF REPORT](#)

5. **Bayshore Café Minor Use Permit and Operator License (PA2024-0132)**  
**Site Location: 100 West Coast Highway, Suite 104**

**Project Summary**

A request for a minor use permit to increase the hours of operation by one hour for an existing eating and drinking establishment, Bayshore Café, which currently holds a Type 47 (On-Sale General - Eating Place) Alcohol Beverage Control (ABC) License. The current hours of operation are from 6:00 a.m. to 10:00 p.m., daily, and the proposed hours of operation are from 6:00 a.m. to 11:00 p.m., daily. Live entertainment and dancing for private events are also requested. If approved, this Minor Use Permit would supersede Use Permit No. UP2021-036, and all relevant conditions of approval will be consolidated and incorporated. Under Newport Beach Municipal Code 5.25, the operation as described requires the owner/operator to obtain an Operator License through the City because the proposed building and tenant improvements to the establishment result in a change in occupancy.

**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) 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 a Minor Use Permit filed as PA2024-0132.

**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**