



# CITY OF NEWPORT BEACH ZONING ADMINISTRATOR AGENDA

Online via Zoom

Thursday, May 14, 2026 - 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\\_zRphs20\\_R72MwMsE7lbgag](https://us06web.zoom.us/webinar/register/WN_zRphs20_R72MwMsE7lbgag)
2. You may connect by Telephone/Audio Only by calling: 669-900-9128. The webinar ID is 839 4818 8954.
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 April 30, 2026**

**Recommended Action**

1. **Approve and File**

[Draft Minutes of April 30, 2026](#)

[1a Additional Materials Received Mosher Draft Minutes of April 30, 2026](#)

IV. **PUBLIC HEARING ITEM(S)**

2. **Nook Coffee Bar Minor Use Permit (PA2026-0047)**

**Site Location: 3027 East Coast Highway**

***Project Summary***

A minor use permit request to establish a new coffee shop (Take Out Service - Fast Casual) within an existing 1,120-square-foot commercial suite located within a shopping center. The request includes minor tenant improvements to the suite with no expansion in floor area. The proposed coffee shop includes a new restroom, kitchen, service area and seating area limited to a maximum of 20 seats for patrons. No late hours are proposed as a part of the project.

***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 PA2026-0047 (Attachment No. ZA 1).

[Item No. 2 Staff Report](#)

[2a Additional Materials Received Mosher PA2026-0047](#)

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