



**Zoning Administrator—Maryanne Cronin**  
**Zoning Administrator Meeting Minutes of November 24, 2025**  
Via Zoom Teleconference

At 2:00 PM, Maryanne Cronin, Zoning Administrator (ZA) called the meeting to order, provided a brief overview of ZA hearing body, rules of order, how items are heard, and the appeal process.

**Regular Item**

- 1) **Case No.** 2509-07 (SV25-003)  
**Address:** 3738 Albury Avenue (APN: 7184-014-008)  
**Council District:** 5

**Project Description:** A Standards Variance request to add a second curb cut at the rear of a single-family residential property in addition to the existing curb cut at the front (instead of a single curb cut as allowed by code) where the curb cut separation for the proposed curb cut is 14 feet and 11 inches from a neighboring curb cut (instead of at least 20 ft as required by code) and the curb cut is located on a minor arterial/avenue (instead of on a neighborhood connector or local street). The subject property is developed with a single-family residence located at 3738 Albury Avenue within the R-1-N (Single-Family Residential, Standard Lot) Zoning District.

This project **IS NOT** in the Coastal Zone and **IS NOT** appealable to the Coastal Commission.

This project qualifies for a categorical exemption per Sections (Existing Facilities) of the California Environmental Quality Act Guidelines. (CE-25-128).

Maryanne Cronin, Zoning Administrator, called the item and introduced Megan Gerseny, Planner, Community Development, to give the staff presentation.

Megan Gerseny, Planner, spoke and presented a PowerPoint presentation.

Maryanne Cronin, Zoning Administrator, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Megan Gerseny, Planner.

Maryanne Cronin, Zoning Administrator, spoke.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Megan Gerseny, Planner, and Christopher Rojo, Applicant.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Maryanne Cronin, Zoning Administrator, opened the item for public comment.

Staff Host, spoke.

**Public Comments:**

There were no public comments on this item.

With no further public comment, Maryanne Cronin, Zoning Administrator, closed the public comment period on this item.

Maryanne Cronin, Zoning Administrator, spoke.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Maryanne Cronin, Zoning Administrator, spoke.

Megan Gerseny, Planner, spoke.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Maryanne Cronin, Zoning Administrator, brought up some of the safety concerns that were addressed by individuals who provided public comments in opposition and concerns related to the navigation in and out of the site. A condition was added that the opening and the driveway is required to comply with the corner cut off requirements.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Megan Gerseny, Planner.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Maryanne Cronin, Zoning Administrator, made some clarification to Condition of Approval No.5, which is related to Southern California Edison (SCE) utility lines.

Maryanne Cronin, Zoning Administrator, added another condition that there shall be no implied approval of the Accessory Dwelling Unit (ADU) shown on the plans and making sure that it is very

clear the ADU is not a part of her decision, as state law prohibits her from issuing discretionary approval on ADUs.

Maryanne Cronin, Zoning Administrator, added a final condition with regards to the recreational vehicle (RV) restrictions. In modifying Condition of Approval No. 3, clarification is added that upon transfer of property and if the driveway is not used by a recreational vehicle, the property owner must notify the Zoning Administrator, and the Zoning Administrator may provide clearance for the use of the driveway.

Christopher Rojo, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christopher Rojo, Applicant.

Maryanne Cronin, Zoning Administrator, spoke.

**ACTION: Approve Categorical Exemption per Section 15301 (Existing Facilities) of the California Environmental Quality Act Guidelines (CE-25-128) and Approve the Standards Variance with the adjustments to the conditions to 1) indicate the location of corner cut-offs, 2) clarify the potential relocation of the power pole, 3) clarify the ADU as a separate ministerial separate action, and 4) clarify the RV restrictions for subsequent property owners.**

Maryanne Cronin, Zoning Administrator, advised this is subject to local 10-day appeal process period. This is not in the coastal zone and will be the final decision after the 10-Day local appeal period.

Maryanne Cronin, Zoning Administrator, advised the next Zoning Administrator hearing is Monday, December 8, 2025, and will be the last meeting for the year.

At approximately 2:42 PM, Zoning Administrator Maryanne Cronin declared the meeting adjourned.



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Maryanne Cronin, Zoning Administrator