



**Zoning Administrator—Maryanne Cronin**  
**Zoning Administrator Meeting Minutes of August 11, 2025**  
Via Zoom Teleconference

At 2:01 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) **Application No.** 2503-18 (AUP25-005)  
**Address:** 4019 Atlantic Avenue  
**Council District:** 5

**Project Description:** Administrative Use Permit request for the adjustment of parking requirements pursuant to Section 21.41.223 of the Zoning Regulations that would result in the reduction of six (6) off-street parking spaces in the rear parking lot of an existing alcohol beverage manufacturing facility to accommodate an outdoor tasting area (772 square feet) at 4019 Atlantic Avenue in the CNP (Neighborhood Pedestrian-Oriented Commercial) Zoning District. The remainder of the rear parking lot would be restriped and maintain 2 parking spaces. Pursuant to Section 21.41.223.D of the Zoning Regulations, a Parking Management Plan has been prepared with Transportation Demand Management (TDM) measures, such as employee bike incentive program, public transit reimbursement program and carpool or rideshare incentives, will be in place to off-set the reduction in six (6) parking stalls.

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

This project qualifies for a categorical exemption per Section 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act Guidelines. (CE-25-075).

Maryanne Cronin, Zoning Administrator, called the first item; and announced that the applicant has withdrawn their application.

Maryanne Cronin, Zoning Administrator, spoke.

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

**Public Comments:**

There was no public comment.

With no public comment, Maryanne Cronin, Zoning Administrator, closed the public comment period on the withdrawn item.

Maryanne Cronin, Zoning Administrator, spoke.

**ACTION: No Action, application withdrawn.**

- 2) **Application No.** 2505-14 (AUP25-009)  
**Address:** 3840 Woodruff Avenue, Suite 109  
**Council District:** 5

**Project Description:** Administrative Use Permit request to establish a primary massage establishment with four (4) rooms for body massage in an existing tenant space (758 square feet) within a medical office building located at 3840 Woodruff Avenue (Unit 109) in the Community Commercial Automobile-Oriented (CCA) 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 Section 15301 (Existing Facilities) of the California Environmental Quality Act Guidelines. (CE-25-078)

Maryanne Cronin, Zoning Administrator, called the item; and introduced Kevin Nguyendo, Planner, Community Development, to give the staff report.

Kevin Nguyendo, Planner, spoke and presented a PowerPoint presentation.

Maryanne Cronin, Zoning Administrator, spoke.

Kevin Nguyendo, Planner, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Kevin Nguyendo, Planner.

Maryanne Cronin, Zoning Administrator, spoke.

Staff host, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

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

**Public Comments:**

Juanita Cabrera, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Juanita Cabrera, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

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

Maryanne Cronin, Zoning Administrator, spoke.

Kevin Nguyendo, Planner, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Kevin Nguyendo, Planner.

Maryanne Cronin, Zoning Administrator, spoke.

Kevin Nguyendo, Planner, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Staff host, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Staff host, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Staff host, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Charles Hu, applicant, spoke.

Maryanne Cronin, Zoning Administrator, spoke.

Charles Hu, applicant, spoke.

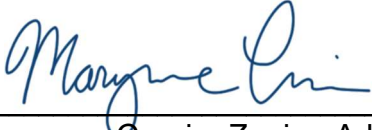
A dialogue ensued between Maryanne Cronin, Zoning Administrator, and applicant Charles Hu.

Maryanne Cronin, Zoning Administrator, spoke.

**ACTION: Accept Categorical Exemption (CE-25-078) and approve Administrative Use Permit (AUP25-009), subject to conditions approval.**

Maryanne Cronin, Zoning Administrator, reiterated that this item is subject to the 10-day local appeal period. This item is not in the coastal zone therefore the California Coastal Commission appeal process does not apply.

At approximately 2:34 PM, Zoning Administrator Cronin declared the meeting adjourned.

A handwritten signature in blue ink that reads "Maryanne Cronin". The signature is written in a cursive style with a large initial "M".

---

Maryanne Cronin, Zoning Administrator