



**Zoning Administrator—Maryanne Cronin**  
**Zoning Administrator Meeting Minutes of September 22, 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) **Application No.** 2504-19 (LCDP25-018)  
**Address:** 6508 Bay Shore Walk  
**Council District:** 3

**Project Description:** A Local Coastal Development Permit to allow the demolition of an existing two-story single-family dwelling with detached garage and the construction of a new 2,790-square-foot, two-story single-family dwelling with a 543-square-foot detached garage located at 6508 Bay Shore Walk in the R-2-I (Two-Family Residential, Intensified Development) Zoning District.

This project **IS** in the Coastal Zone and **IS** appealable to the Coastal Commission.

This project qualifies for a categorical exemption per Sections 15302 – Class 2 (Replacement or Reconstruction) and 15303 – Class 3 (New Construction) of the California Environmental Quality Act Guidelines. (CE-25-070).

Maryanne Cronin, Zoning Administrator, called the first item; and introduced Miguel Samayoa, Planner, Community Development, to give the staff report.

Miguel Samayoa, Planner, spoke and presented a PowerPoint presentation.

Maryanne Cronin, Zoning Administrator, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Miguel Samayoa, Planner.

Maryanne Cronin, Zoning Administrator, spoke.

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

Staff Host, spoke.

Applicant was not present to speak.

Maryanne Cronin, Zoning Administrator, spoke.

Staff Host, spoke.

**Public Comments:**

There was no public comment on this item.

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

Maryanne Cronin, Zoning Administrator, spoke.

Maryanne Cronin, Zoning Administrator, added one new condition. The new condition requires the applicant to notify surrounding properties to include surrounding communities and occupants within 300 feet before commencement of construction or advise the timeframe of when construction will commence to ensure compliance.

Maryanne Cronin, Zoning Administrator, spoke.

**ACTION: Accept Categorical Exemption (CE-25-070) and approve Local Coastal Development Permit (LCDP25-018), subject to conditions approval.**

Maryanne Cronin, Zoning Administrator, reiterated that this item is subject to the 10-day local appeal period. This item is in the coastal zone therefore the California Coastal Commission appeal process does apply and is appealable by the Coastal Commission.

- 2) Application No. 2505-07 (LCDP25-021)**  
**Address:** 35 Vista Del Golfo  
**Council District:** 3

**Project Description:** Local Coastal Development Permit for the demolition of an existing single-family residence (1,850 square feet) and construction of a new two-story, single-family residence (4,215 square feet) with roof deck and an attached garage (700 square feet) and an attached accessory structure (94 square feet) on the first lot from the water located at 35 Vista Del Golfo in the R-1-S (Single-Family Residential District with Small Lots) Zoning District.

This project **IS** in the Coastal Zone and **IS** 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-25-071)

Maryanne Cronin, Zoning Administrator, called the first item and introduced Glen Jia, Planner, Community Development, to give the staff report.

Glen Jia, Planner, spoke and presented a PowerPoint presentation.

Maryanne Cronin, Zoning Administrator, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Glen Jia, Planner.

Edward Guilan, Applicant, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Edward Guilan, Applicant.

Christy Smitheran , Property Owner, spoke.

A dialogue ensued between Maryanne Cronin, Zoning Administrator, and Christy Smitheran, Property Owner.

Maryanne Cronin, Zoning Administrator, spoke.

Staff Host, spoke.

**Public Comments:**

There was no public comment on this item.

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

Maryanne Cronin, Zoning Administrator, spoke.

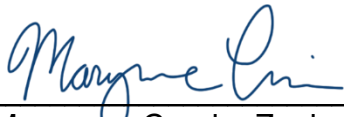
Maryanne Cronin, Zoning Administrator, added one new condition. The new condition requires the applicant to notify surrounding neighbors to include surrounding communities and occupants within 30 days prior to the start of construction or advise the timeframe of when construction will commence to ensure compliance.

Edward Guilan, Applicant, spoke.

Christy Smitheran , Property Owner, spoke.

**ACTION: Accept categorical exemption per Section 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act Guidelines. (CE-25-071), subject to conditions of approval.**

At approximately 2:41 PM, Zoning Administrator Cronin declared the meeting adjourned.

  
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Maryanne Cronin, Zoning Administrator