

MINUTES
HUNTINGTON BEACH OFFICE OF THE ZONING ADMINISTRATOR
Council Chambers - Civic Center
2000 Main Street
Huntington Beach California

WEDNESDAY, DECEMBER 17, 2025 - 1:30 P.M.

ZONING ADMINISTRATOR: Madalyn Welch

STAFF MEMBER: Jason Kelley, Marco Cuevas Jr., Joanna Cortez, Wayne Carvalho, Michelle Lopez

PUBLIC COMMENTS: **NONE**

ITEM 1: CONDITIONAL USE PERMIT NO. 24-011/MITIGATED NEGATIVE DECLARATION NO. 24-002 (REDONDO CIRCLE INDUSTRIAL PROJECT):

APPLICANT: Matthew Biggs, 7600 Redondo Circle, Huntington Beach, CA 92648

PROPERTY OWNER: Triple H Properties, 7600 Redondo Circle, Huntington Beach, CA 92648

REQUEST: CUP: To remove an existing lumber yard and all associated site improvements and construct two industrial warehouse buildings, approximately 40 ft. high, totaling 185,912 sq. ft., with each building containing two office/mezzanine floor units and a truck loading dock on an approximately 9.59-acre site. MND: To analyze the potential environmental impacts associated with the project.

ENVIRONMENTAL STATUS: Initial environmental assessments were processed and completed in accordance with the California Environmental Quality Act. It was determined that with mitigation, this project will not have any significant environmental effects and Mitigated Negative Declaration (MND) No. 24-002 is acceptable.

LOCATION: 7600 Redondo Circle, 92648 (at the Terminus of Redondo Circle)

CITY CONTACT: Joanna Cortez

Joanna Cortez , Principal Planner, reported that the applicant is requesting a continuance to the January 7, 2026 meeting.

Madalyn Welch, Zoning Administrator, had no questions for staff.

THE PUBLIC HEARING WAS OPENED.

Michael Shreve, adjacent resident, spoke in opposition of the item, stated that the public hearing meeting time is an issue. He added that he had concerns with noise impacts, emergency exit, and drainage.

THERE WAS NO ONE ELSE PRESENT TO SPEAK FOR OR AGAINST THE REQUEST AND THE PUBLIC HEARING WAS CLOSED.

Ms. Welch stated that she would continue the project at the applicant's request.

CONDITIONAL USE PERMIT NO. 24-011/MITIGATED NEGATIVE DECLARATION NO. 24-002 WERE CONTINUED TO THE JANUARY 7, 2026, ZONING ADMINISTRATOR MEETING.

ITEM 2: CONDITIONAL USE PERMIT NO. 25-023 (BEHAVIOR FUNCTION):

APPLICANT: Keith Hua, 13928 La Jolla Plaza, Garden Grove, CA 92844
PROPERTY OWNER: Drew Anh Nguyen (Viet Lotus Ventures, LLC), 7751 Glencoe Drive, Huntington Beach, CA 92647
REQUEST: To establish a general day care use by repurposing two existing buildings on a property previously used for religious assembly.
ENVIRONMENTAL STATUS: The proposed project is covered by Section 15301, Class 1, Existing Facilities of the California Environmental Quality Act (CEQA).
LOCATION: 7751 Glencoe Drive, 92647 (Northeast corner of Glencoe Drive and Silver Lane)
CITY CONTACT: Marco Cuevas Jr.

Marco Cuevas Jr., Associate Planner, displayed project plans and stated the purpose, location, zoning, and existing use of the subject site. Staff provided an overview of the proposed project and the suggested findings and conditions for approval as presented in the executive summary. Staff modified Condition 2, hours of operation to accommodate the schedules for the facility.

Mr. Cuevas, confirmed that the applicant intended to occasionally operate in the playground area but that the area isn't part of the parking lot. There is a fence, that separates the parking lot and the playground area. He noted that the proposed project complied with the parking requirements.

THE PUBLIC HEARING WAS OPENED.

Keith Hua, applicant, had no comments or concerns with staff's recommendations.

THERE WAS NO ONE PRESENT TO SPEAK FOR OR AGAINST THE REQUEST AND THE PUBLIC HEARING WAS CLOSED.

Ms. Welch stated that she would approve the request along with the following modifications:

- Condition 2: Modify hours of operation to Mon. – Fri. 8:30 am -7 pm & Sat. 8:30 am – 5 pm.
- Add a condition as a code requirement to state that off-street parking shall be provided in accordance with the daycare general use (1 space per staff member).
- Finding 1 to clarify the use of the outdoor area on the site.

CONDITIONAL USE PERMIT NO. 25-023 WAS APPROVED BY THE ZONING ADMINISTRATOR WITH THE FOLLOWING FINDINGS AND CONDITIONS OF APPROVAL. STAFF STATED THAT THE ACTION TAKEN BY THE ZONING ADMINISTRATOR MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN TEN (10) CALENDAR DAYS.

FINDINGS FOR PROJECTS EXEMPT FROM CEQA:

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301, Existing Facilities, because the project consists of a change of use within an existing structure and does not involve an expansion in use or to the building facility.

FINDINGS FOR APPROVAL – CONDITIONAL USE PERMIT NO. 25-023:

1. Conditional Use Permit No. 25-023 to establish a general day care use by repurposing two buildings on a property previously used for religious assembly will not be detrimental to the general welfare of persons working or residing in the vicinity or detrimental to the value of the property and improvements in the neighborhood because the proposed use is an allowed use within the Residential Medium Density zoning district. The 15,549 sq. ft. project site is located at the northeast corner of Glencoe Drive and Silver Lane and is adjacent to Sun View Elementary School within an existing residential low/medium density area similar to other daycare facilities in residential districts. The proposed use will utilize the two existing single-story buildings that occupy the project site, with building one measuring 2,668 sq. ft. and building two measuring 1,470 sq. ft. for a combined total of 4,138 sq. ft.

The general day care use will be operated by an organization named "Behavior Function Inc." and specializes in delivering high-quality educational, social development, and behavioral support services to individuals with autism and other special needs. The facility proposes to serve children, adolescents, and young adults by fostering an environment structured with enrichment activities that focus on education, self-help, and social skills development. There are no plans to expand the facility/buildings beyond their current size. The activities will primarily occur indoors and occasionally outdoors within the designated playground area during school hours and on Saturdays, thus minimizing any impacts to the surrounding residential neighborhood. Furthermore, the general day care facility provides the minimum onsite parking requirements per the HBZSO, by providing 15 spaces total. 12 spaces are designated for up to 12 staff members, and 2 spaces are designated for each of the classrooms. In addition, 1 additional space has been designated as a drop-off space. The proposed use will fulfill community serving needs of existing and future residents of Huntington Beach.

2. Conditional Use Permit No. 25-023 to establish a general day care use by repurposing two buildings on a property previously used for religious assembly will not adversely affect the General Plan because the request is consistent with the Land Use Element designation of RM (Residential Medium Density) on the subject property. In addition, the proposed use is consistent with the following goals and policies of the General Plan:

Land Use Element

Goal LU-1: New commercial, industrial, and residential development is coordinated to ensure that the land use pattern is consistent with the overall goals and needs of the community.

Policy LU-1A: Ensure that the development is consistent with the land use designations presented in the Land Use Map, including density, intensity, and use standards applicable to each land use designation.

Policy LU-1C: Support infill development, consolidation of parcels, and adaptive reuse of existing buildings.

The proposed establishment of a general day care use by repurposing two buildings on a property previously used for religious assembly will offer a service that meets the regional and local community needs on a Residential Medium Density zoned property with an optimal location and accessibility near major streets.

3. Conditional Use Permit No. 25-023 to establish a general day care use by repurposing two buildings on a property previously used for religious assembly will comply with the provisions of the RM (Residential Medium Density) district and other applicable provisions in Titles 20-25 of the Huntington Beach Zoning and Subdivision Ordinance and any specific condition required for the proposed use in the district in which it would be located. Residential Medium District allows general day care uses with the approval of a Conditional Use Permit from the Zoning Administrator.

CONDITIONS OF APPROVAL - CONDITIONAL USE PERMIT NO. 25-023:

1. The site plan, floor plan, and elevations received and dated October 2, 2025, shall be the conceptually approved design.
2. The use shall comply with the following items:
 - a. The hours of operation shall be limited to the following:
 - i. 8:30 A.M. to 7:00 P.M. Monday through Friday
 - ii. 9:30 A.M. to 5:00 P.M. on Saturday
3. Conditional Use Permit No. 25-023 shall be in compliance with Off-street parking standards for general day care uses requiring 1 parking space per staff member plus 1 per classroom. **(HBZSO 231.04)**
4. Conditional Use Permit No. 25-023 shall be limited to this specific use and operator (Behavior Functions, Inc.). Any subsequent changes in use as described in the approved narrative or operator shall require an amendment to this permit.
5. Prior to the submittal of building permits, zoning entitlement conditions of approval and code requirements shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
6. The structure(s) cannot be occupied until the following have been completed:
 - a. Compliance with all conditions of approval specified herein shall be accomplished and verified by the Community Development Department.
 - b. All improvements must be completed in accordance with approved plans, except as provided for by conditions of approval.
 - c. A Certificate of Occupancy must be approved by the Planning Division and issued by the Building Division.

7. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
8. Conditional Use Permit No. 25-023 shall become null and void unless exercised within two (2) years of the date of final approval or such extension of time, as may be granted by the Director pursuant to a written request submitted to the Community Development Department a minimum 30 days prior to the expiration date.
9. Conditional Use Permit No. 25-023 shall not become effective until the appeal period following the approval of the entitlement has elapsed.
10. The Development Services Departments (Fire, Community Development, and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Community Development may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the Zoning Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required pursuant to the provisions of HBZSO Section 241.18.

INDEMNIFICATION AND HOLD HARMLESS CONDITION:

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

ITEM 3: CONDITIONAL USE PERMIT NO. 25-020/COASTAL DEVELOPMENT PERMIT NO. 25-015 (BEACH CITY VENTURES 3-STORY RESIDENCE):

APPLICANT:	Brandon Architects, 151 Kalmus Dr., Ste. G-1, Costa Mesa, CA, 92626
PROPERTY OWNER:	Beach City Ventures LLC, 16482 Barnstable Cir. Huntington Beach, CA 92649
REQUEST:	To demolish an existing residence and construct a new 5,471 sq. ft. three-story single-family dwelling at a height of 34 ft.
ENVIRONMENTAL STATUS:	This request is covered by Section 15303, Class 3, of the California Environmental Quality Act (CEQA).
LOCATION:	16482 Barnstable Circle (Humboldt Island in Huntington Harbour)
CITY CONTACT:	Wayne Carvalho

Wayne Carvalho, Contract Principal Planner, displayed project plans and stated the purpose, location, zoning, and existing use of the subject site. Staff provided an overview of the proposed

project and the suggested findings and conditions for approval as presented in the executive summary. Staff received no public comments on this item.

THE PUBLIC HEARING WAS OPENED.

Ryan McDaniel, applicant representatives, had no comments or concerns with staff's recommendations.

THERE WAS NO ONE PRESENT TO SPEAK FOR OR AGAINST THE REQUEST AND THE PUBLIC HEARING WAS CLOSED.

Ms. Welch stated that she would approve the request as recommended by staff.

CONDITIONAL USE PERMIT NO. 25-020 & COASTAL DEVELOPMENT PERMIT NO. 25-015 WERE APPROVED BY THE ZONING ADMINISTRATOR WITH THE FOLLOWING MODIFIED FINDINGS AND MODIFIED CONDITIONS OF APPROVAL. STAFF STATED THAT THE ACTION TAKEN BY THE ZONING ADMINISTRATOR MAY BE APPEALED TO THE PLANNING COMMISSION WITHIN TEN (10) WORKING DAYS.

FINDINGS FOR PROJECTS EXEMPT FROM CEQA:

The Zoning Administrator finds that the project will not have any significant effect on the environment and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the CEQA Guidelines because the project consists of the construction of a single-family residence within a residential zone.

FINDINGS FOR APPROVAL - CONDITIONAL USE PERMIT NO. 25-020:

1. Conditional Use Permit No. 25-020 to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. will not be detrimental to the general welfare of persons working or residing in the vicinity or detrimental to the value of the property and improvements in the neighborhood because the third floor space is designed to be confined within the second floor volume, which facilitates the structure's resemblance to a two-story home with a mass and scale that is similar to the proportion and scale of homes in the surrounding neighborhood. In addition, the third-floor balcony is setback a minimum of five feet from the building exterior and is oriented toward the channel (public right-of-way), which will minimize the visual mass and bulk of the structure and maintain privacy for abutting residences.
2. The granting of the Conditional Use Permit No. 25-020 to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. will not adversely affect the General Plan because it is consistent with the Land Use Element designation of RL (Residential Low Density) on the subject property and with the following goals and policies of the General Plan:

A. Land Use Element

Goal LU-1: New commercial, industrial, and residential development is coordinated to ensure that the land use pattern is consistent with the overall goals and needs of the community.

Policy LU-1(A): Ensure that development is consistent with the land use designations presented in the Land Use Map, including density, intensity, and use standards applicable to each land use designation.

Policy LU-1(D): Ensure that new development projects are of compatible proportion, scale, and character to complement adjoining uses.

Policy LU-4(D): Ensure that single-family residences are of compatible proportion, scale, and character to surrounding neighborhoods.

The proposed project conforms with the requirements of the RL base zoning district including parking, building setbacks, building height, lot coverage, and privacy design standards. The proposed third-floor balcony will be oriented toward the rear (channel) and will be setback a minimum of five feet from the building exterior, ensuring privacy is maintained for abutting residences. The building height is similar to the height of homes in the neighborhood.

3. The proposed Conditional Use Permit No. 25-020 to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. will comply with the provisions of the base district and other applicable provisions in Titles 20-25 of the Huntington Beach Zoning and Subdivision Ordinance (HBZSO) because as conditioned, the project complies with parking, building setbacks, building height, lot coverage, and privacy design standards. In addition, the third-floor habitable area is designed to be within the confines of the second story roof volume and the proposed third floor balcony will be setback five feet from the building façade, as required by the HBZSO. Third floor habitable area is permitted for all single-family dwellings in the RL zoning district with the approval of a conditional use permit.

FINDINGS FOR APPROVAL - COASTAL DEVELOPMENT PERMIT NO. 25-015:

1. Coastal Development Permit No. 25-015 for the development project conforms with the General Plan, including the Local Coastal Program. The request to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. conforms with the City's Local Coastal Program, including Coastal Element Land Use Policy C 1.1.1 which encourages new development to locate within, contiguous to or in close proximity to existing developed areas able to accommodate it. The proposed development will occur entirely on a site previously occupied by a single-family residence, contiguous to properties also developed with single-family residential uses at similar building heights.
2. Coastal Development Permit No. 25-015 to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. is consistent with the requirements of the CZ Overlay District, the base zoning district, as well as other applicable provisions of the Municipal Code because the project will comply with all applicable development regulations, including maximum building height, minimum yard setbacks, lot coverage, and privacy design standards. No code exceptions are requested as part of this project.
3. At the time of occupancy, the proposed development can be provided with infrastructure in a manner that is consistent with the Local Coastal Program because Coastal Development Permit No. 25-015 to demolish an existing residence and construct a new

5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. is located in an urbanized area with all necessary services and infrastructure available, including water, sewer, and roadways.

4. Coastal Development Permit No. 25-015 to demolish an existing residence and construct a new 5,471 sq. ft., three-story, single-family dwelling at an overall height of 34 ft. conforms with the public access and public recreation policies of Chapter 3 of the California Coastal Act in that the project will not impede public access, recreation, or views to coastal resources.

CONDITIONS OF APPROVAL – CONDITIONAL USE PERMIT NO. 25-020/COASTAL DEVELOPMENT PERMIT NO. 25-015:

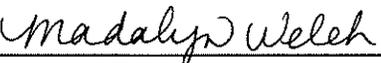
1. The site plan, floor plans, and elevations received October 22, 2025, shall be the conceptually approved layout.
2. Prior to submittal of building permits, the following shall be completed:
 - a. Zoning entitlement conditions of approval shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical, and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
3. Prior to issuance of final building permits, the following shall be completed:
 - a. All improvements must be completed in accordance with approved plans.
 - b. Compliance with all conditions of approval specified herein shall be verified by the Community Development Department.
 - c. All building spoils, such as unusable lumber, wire, pipe, and other surplus or unusable material, shall be disposed of at an off-site facility equipped to handle them.
4. During demolition, grading, site development, and/or construction, the following shall be completed:
 - a. Construction equipment shall be maintained in peak operating condition to reduce emissions.
 - b. Use low sulfur (0.5%) fuel by weight for construction equipment.
 - c. Truck idling shall be prohibited for periods longer than 10 minutes.
 - d. Attempt to phase and schedule activities to avoid high ozone days first stage smog alerts.
 - e. Discontinue operation during second stage smog alerts.

- f. Ensure clearly visible signs are posted on the perimeter of the site identifying the name and phone number of a field supervisor to contact for information regarding the development and any construction/grading activity.
5. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
6. Conditional Use Permit No. 25-020 and Coastal Development Permit No. 25-015 shall become null and void unless exercised within two years of the date of final approval or within one year of the date of final Coastal Development Permit approval by the Coastal Commission if the Coastal Development Permit is appealed, or such extension of time as may be granted by the Director pursuant to a written request submitted to the Community Development Department a minimum 30 days prior to the expiration date.
7. The Development Services Departments and divisions (Building & Safety, Fire, Planning and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Community Development may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the Zoning Administrator's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Zoning Administrator may be required pursuant to the provisions of HBZSO Section 241.18.

INDEMNIFICATION AND HOLD HARMLESS CONDITION:

The owner of the property which is the subject of this project and the project applicant if different from the property owner, and each of their heirs, successors and assigns, shall defend, indemnify and hold harmless the City of Huntington Beach and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, including but not limited to any approval granted by the City Council, Planning Commission, Zoning Administrator or Design Review Board concerning this project. The City shall promptly notify the applicant of any claim, action or proceeding and should cooperate fully in the defense thereof.

THE MEETING WAS ADJOURNED AT 1:48 P.M. TO THE NEXT REGULARLY SCHEDULED MEETING ON WEDNESDAY, JANUARY 7, 2026, AT 1:30 P. M.



Madalyn Welch
Zoning Administrator

MW:ml