



City of Costa Mesa Inter Office Memorandum

TO: CITY COUNCIL, PLANNING COMMISSION
CC: LORI ANN FARRELL HARRISON AND CECILIA GALLARDO-DALY
FROM: SCOTT DRAPKIN, ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES / ZONING ADMINISTRATOR
DATE: March 8, 2024
SUBJECT: ZONING ADMINISTRATOR DECISION(S)

This is to advise you of the following decision(s) made by the Zoning Administrator within the last week. Please feel free to contact me by e-mail at scott.drapkin@costamesaca.gov if you have any questions or would like further details. The decision will become final at 5:00 p.m. on March 15, 2024, unless appealed by an affected party, including filing of the necessary application and payment of the appropriate fee, or called up for review by a member of the City Council. If appealed or called up for review, the project would be reviewed by the Planning Commission.

[ZA-23-16 and DR-23-04](#)

374 & 376 Hamilton Street

Description: Zoning Application 23-16 and Development Review 23-04 is a request for a Minor Conditional Use Permit and Development Review to construct a new two-story duplex on each property at 374 and 376 Hamilton Street (total of four units proposed) with shared driveway access. The project would include demolition and grading of the existing development to accommodate the proposed duplexes that would feature units with two bedrooms, 1,356 square feet of habitable space, and attached two-car garages. New landscaping, site improvements, and hardscape are also proposed throughout the project site. (The project also proposes new accessory dwelling units (ADUs) which are reviewed separately from this planning application.)

Environmental Determination: The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303 (Class 3), New Construction and Conversion of Small Structures.

Comments: [One](#)