



MEMORANDUM

Date: March 27, 2026
From: Derek Farmer, Assistant Director of Community and Economic Development ^{Initial} DF
Subject: **Actions of the Zoning Administrator**

The following actions were taken by the Zoning Administrator (ZA) within the past week.

P26-0175, Cottage Food

Cottage Food operation to prepare baked goods with direct and indirect sales at 6836 Inglewood Court. The project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301(e) – Existing Facilities.

Action: Approved w/Conditions
Action Date: 3/23/2026
Effective date: 4/2/2026

P26-0168, Single-Family Design Review

Single-Family Design Review to construct an approximately 131-square-foot, second-floor addition on the east elevation at 2080 Olivia Court. The project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301(e) – Existing Facilities.

Action: Approved w/Conditions
Action Date: 3/25/2026
Effective date: 4/4/2026

How to Appeal a ZA Action:

All ZA actions become effective on the 11th day from the date the action is taken. Appeals must be filed within the 10-day appeal period by 5 pm on the last day. If you wish to appeal any of the actions, please contact the Planning Division prior to the effective date. You may submit appeal requests via [email](#) or in person to the Planning Division office located at 200 Old Bernal Avenue during the following hours:

- Mondays: 9 am to 4 pm
- Tuesdays, Wednesdays, and Thursdays: 9 am to 1 pm

A written request for appeal shall include the pertinent facts and the basis for the appeal, indicating the specific grounds for the appeal, where there was an error or abuse of discretion by the previous review authority in the consideration and action on the matter being appealed, and/or where the decision was not supported by the evidence on the record. The appeal shall be accompanied by the [Application Form](#) and filing fee identified in the [Master Fee Schedule](#).