



MEMORANDUM

Date: April 3, 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.

P25-0694, Addition to Single-Family Residence

Design Review for the construction of: 1) an approximately 1,482-square-foot first floor addition, 2) an approximately 1,294-square-foot second-floor addition, 3) two second-floor terrace areas totaling approximately 670 square feet and 4) a first-floor patio area of approximately 464 square feet located at 4341 W. Ruby Hill Drive (Assessors Parcel No. 950-26-18). 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: 3/27/2026
Effective date: 4/6/2026

PUD-98-16-13M/P25-0248, New Single-Family Residence

PUD minor modifications for an increase in floor area ratio (FAR) from 25% to 30% and a decrease in the required south side yard setback from 30 feet to 25 feet; and Design Review approval for the construction of an approximately 4,866-square-foot, two-story, single-family residence with balconies and an approximately 681-square-foot attached garage a vacant lot with a situs address of 7330 Clubhouse Drive (Assessors Parcel No. 949-17-51). The project is exempt from CEQA under CEQA Guidelines Section 15303(a) – New Construction or Conversion of Small Structures.

Action: Approved w/Conditions
Action Date: 3/31/2026
Effective date: 4/10/2026

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](#).