

## A Message from the Director

Welcome to the City of Newport Beach Community Development Department. Our mission is to guide development in the public's best interest while promoting the quality of life and safety of those who live in, work in, and visit Newport Beach. In partnership with the community, and under regulations approved by the City Council, we strive to protect and enhance the character of Newport Beach.

The Department operates under four guiding principles that establish the foundation of service, leadership, and foresight:

- *We must be inclusive in our leadership.*
- *Our focus is performance, our goal is service.*
- *We strive for efficiency, simplicity, and solutions.*
- *We must look ahead and plan for the future.*



The Community Development Department administers the City's General Plan, and regulates the City's zoning, building, subdivision, fire safety, and environmental regulations. The Department's Code Enforcement Division responds to violations of the municipal code, use permits, and other State laws. Real property assets are managed according to City Council policies through the Department's Real Property Program. The Department is also responsible for the Community Development Block Grant Program that allocates federal funds to special programs and capital improvements.

The Department has won numerous awards in recognition of several outstanding projects and programs. In May 2018, the Planning Division won two "Golden Hub of Innovation" awards from the Association of California Cities for excellence in Community Investment and Technology e-Government.

In June 2014, the Building Division received the highest grade possible from the Insurance Services Office, Inc. (ISO). On a scale of 1 to 10, the ISO rated the City as a "1" for residential, commercial, and industrial properties. ISO considers a grade of 1 as an exemplary commitment to building code enforcement. Additionally, in 2016 the Building Division won the prestigious award of Building Department of the Year from the California Association of Building Officials.

Please continue to read to learn more about the Department's various services and resources.

Thank You,

Seimone Jurjis, P.E., C.B.O.

Community Development Director



# Community Development Department



## CONTACT US

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# Department Overview



## Building Division

The Building Division provides permit, plan check, and inspection services for new construction, additions, and remodels. The Division's main objective is to assist you with understanding policies and processes as they relate to obtaining a building permit and completing a project.

### Permitting

The Building Division provides construction related permits on private property and public tidelands for all types of construction. Some examples include new construction, additions, alterations, commercial tenant improvements, fire, dock construction and miscellaneous permits such as pool, spa, and EV charging stations. The Permit Center is a one-stop shop where applicants can obtain an over-the-counter approval or submit their plans to various departments in one location. The Building Counter serves up to 200 customers each day and issues an average of 6,000 permits per year.

### Plan Review

Plan review is a process by which all construction documents are evaluated for code-compliance based on minimum code standards. The codes set a minimum standard for life safety, structural design, use of materials in construction, building setbacks, heights, use, and occupancy. The plan check process takes into account electrical, mechanical, plumbing and energy conservation components for systems used in building design for safety and human comfort. The City promotes a high level of customer service and works very hard to perform 80 percent of the plans check in one day.

### Inspections

The inspection of buildings under construction is the culmination of the Building Division's effort where everything pulls into focus. The steps taken in building inspections are the final task in making sure the construction is in conformance with the approved plans and there are no code violations of safety or structural stability. The work of the building inspectors relates to judgement and skills in observing, measuring, and comparing the safety standards that are established in the codes as minimum standards to the final building product.

### Building and Fire Board of Appeals

The Board of Appeals is a seven-member board appointed by the City Council. Their focus is to hear written appeals regarding the application and interpretation of the Municipal and Fire Codes by the Chief Building Official or the Fire Code Official.

## Planning Division

The Planning Division serves the City by providing professional land use services to the community, including property owners, the Planning Commission, and the City Council. The Division works with the community, various City Departments, and outside organizations to create and implement the General Plan, the Zoning Code, and the Local Coastal Program, the Subdivision Code, Development Agreements, and the California Environmental Quality Act. Planners assist customers at the Permit Center, over the phone, and online. Customers include engineers, architects, business owners and property owners. Staff provides guidance on zoning and land use regulations and the required processes through which anything from a simple addition or remodel of a home to a large new development are evaluated.

### Current Planning

The Current Planning team is responsible for the review of permit applications for consistency with zoning and other land use and development policies and regulations. The team is responsible for the review of building permits, and they also provide zoning information at the Permit Center. Most projects do not require public hearings, and for those that do, staff prepare reports to decision-makers. Environmental review is conducted and public hearings are facilitated for all projects that require discretionary review. Typically, simpler proposals may be approved by the Director or the Zoning Administrator, while more complex projects require approval by the Planning Commission or City Council.

### Advanced Planning

The Advanced Planning team is responsible for regional and long range planning programs for the community including housing-related issues. The team ensures that the General Plan's goals and objectives are implemented as the City grows and develops. The team also evaluates current and future regulations with an eye to implementing the General Plan in cost effective ways. They also review major development projects including requests to change the General Plan.

### Coastal

Planning Division staff are also responsible for administering the City's certified Local Coastal Program (LCP). The LCP is a coastal management plan mandated by the California Coastal Act of 1976. An LCP contains land use, development, public access, and resource protection policies and regulations that implement the Coastal Act at the local level. The Coastal Act and the LCP require a Coastal Development Permit for most development within the coastal zone. However, the LCP provides exemptions for common types of development, such as improvements to existing

structures, and most repair and maintenance projects. The LCP also excludes single-unit and two-unit projects from CDP requirements, with the exception of the first row of lots on the shoreline.

### Planning Commission

The Planning Commission acts in an advisory capacity to the City Council on projects, issues and policies related to planning and land use regulation within Newport Beach. The Commission makes recommendations on the adoption or amendment of the City's General Plan, master plans, and zoning regulations. The Commission is also the decision-making authority on a variety of land use and development issues.

## Systems and Administration

The Administration staff is dedicated to providing excellent customer service. In addition to assisting customers. A major function of this division is to ensure the preparation and posting of public notices, meeting agendas, and minutes for the City boards and commissions. All public records produced by the Department are organized and maintained to provide easy access for simple retrieval for staff research, and to facilitate public record requests. The Division manages contracts and agreements, revenue and fee analysis, developer deposit accounts and all other Department expenditures.

### Land Management & GIS

The Administration team also deploys the Land Management System (LMS), a combination of the permitting software and the City's geographic information system (GIS). The LMS tracks all permits and inspections for Building, Planning, Public Works and Code Enforcement cases and produces daily management reports to monitor permit activity and measure customer service performance. Permit data is accessible through the City's GIS, which serves as a portal for all regulatory mapping layers (land use, zoning), parcel info, documents, and statistical information. The Division also maintains a variety of public information and online services through the Department's website, as well as automated email notifications to keep the public informed about upcoming development projects, meetings, and events.

## Code Enforcement

The Newport Beach Code Enforcement Division aims to promote and enhance the aesthetics, safety, and economic stability of our community through the timely and effective enforcement of applicable ordinances and land use regulations.

One of the Code Enforcement Division's primary roles is to work in partnership with property owners to ensure that buildings are maintained and kept free of unsightly nuisances. Code Enforcement staff also address complaints related to noise, trash, building code violations, and water quality. These quality of life issues impact both residents and visitors and have the potential to affect property value in the City. Other common concerns that Code Enforcement staff address include short-term lodging, use permit violations, water conservation, group homes, and boarding houses.

## Real Property

The City of Newport Beach owns and holds in trust a variety of real property assets. A portion of the portfolio includes income-producing properties, which vary in use from residential developments, tidelands with yacht basins and upland office space, to telecommunication sites. The City's non-income producing properties also vary in use and include beaches, parks, open space preserves and reservoirs, libraries, community centers, and police and fire stations.

The Real Property and Asset Management Program was created by the City to oversee all of the properties, with a focus on management of the various income-producing properties. The City of Newport Beach recognizes that a strategic asset and property management approach is necessary for the long-term viability and sustainability of its real estate assets. The Program also oversees day-to-day operational management of the property and tenants, including collecting rent and property maintenance. In adherence with City Council Policy F-7 Income Property, the goal of the Program is to serve the public's interest and to maximize the public benefit.