



ZONING ADMINISTRATOR MEETING MINUTES

4:00 PM – Wednesday, July 15, 2026

***Community Meeting Chambers, Los Altos City Hall
1 North San Antonio Road, Los Altos, CA***

CALL MEETING TO ORDER

At 4:00 p.m. the Zoning Administrator called the meeting to order.

ESTABLISH QUORUM

PRESENT: Zoning Administrator Williams

STAFF: Senior Planners Gallegos and Whitehill, and Associate Planner Liu

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR.

1. Zoning Administrator Meeting Minutes

Approval of the DRAFT minutes of the regular meeting of June 3, 2026.

Action: Zoning Administrator Williams approved the meeting minutes for the regular meeting of June 3, 2026.

PUBLIC HEARING

2. SC25-0011 - Veronique Garcia - 811 Nash Road

Request for Design Review to construct a new 1,121 square foot, second-story addition to an existing 4,302 square foot, single-story home. The project site is located on the north side of Nash Road. The project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA). *Project Planner: Gallegos*

STAFF PRESENTATION

Senior Planner Gallegos presented the staff report recommending approval of design review application SC25-0011 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Bob Alper, project applicant Veronique Garcia, and property owner Henry Li provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0011 per the staff report findings and conditions of approval.

2. SC25-0012 - Mehran Soltanzadeh - 671 Covington Road

Request for Design Review to construct a new 3,720 square-foot, two-story home. The project site is located on the north side of Covington Road between Springer Road and Riverside Drive. The project is categorically exempt from environmental review pursuant to Section 15303 (New Construction or Conversion of Small Structures) of the California Environmental Quality Act (CEQA). *Project Planner: Liu*

STAFF PRESENTATION

Associate Planner Liu presented the staff report recommending approval of design review application SC25-0012 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Tricia Brennan and another neighbor, as well as the project applicant Mehran Soltanzadeh provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0012 per the staff report findings and conditions of approval.

3. SC25-0025 - Weiran Jia, Alignment Architects, Inc. - 399 Hawthorne Avenue

Request for design review application SC25-0025 for the construction of a new 3,471 square-foot two-story house subject to the listed findings and conditions of approval. The project categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Section 15303 (New Construction or Conversion of Small Structures). *Project Planner: Whitehill*

STAFF PRESENTATION

Senior Planner Whitehill presented the staff report recommending approval of design review application SC25-0025 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

None.

Action: Zoning Administrator Williams approved design review application SC25-0025 per the staff report findings and conditions of approval.

ADJOURNMENT

Zoning Administrator Williams adjourned the meeting at 4:28 PM.

Stephanie Williams

Stephanie Williams
Zoning Administrator