



ZONING ADMINISTRATOR MEETING AGENDA

**January 21, 2026 - 4:00 PM
Community Meeting Chambers
Los Altos City Hall
1 North San Antonio Road, Los Altos, CA 94022**

PARTICIPATION: Members of the public may participate by being present at the Los Altos Community Meeting Chambers at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to ZAPublicComment@losaltosca.gov.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://tinyurl.com/bdd2brf8>

Telephone: 1-669 900-9128 / Webinar ID: 910 5206 1676 / Passcode: 701956

SUBMIT WRITTEN COMMENTS: Verbal comments can be made in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the Development Services Department or emailed to ZAPublicComment@losaltosca.gov.

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2:00 p.m. will be distributed the following day and included with public comment in the Zoning Administrator packet.

AGENDA

CALL MEETING TO ORDER

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

1. **Zoning Administrator Meeting Minutes**
Approval of the DRAFT minutes of the regular meeting of November 5, 2025.

PUBLIC HEARING

2. **SC25-0018 – Via Builders Inc. – 212 Del Monte Avenue**

Request for Design Review application to construct a 770 square-foot, first-story addition and an 827 square-foot, second-story addition to an existing 1,110 square-foot, single-family home. The project is located on the south side of Del Monte Avenue, between Carmel Avenue and Mercedes Avenue. The project is categorically exempt from environmental review pursuant to Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA).

3. **SC25-0020 – Thomas James Homes – 1230 Miramonte Avenue**

Request for Design Review to construct a new 3,228 square-foot, two-story home. The project site is located on the west side of Miramonte Avenue, between Berry Avenue and Altos Oaks 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).

4. **MOD25-0013 - Alesha Walker - 883 Highlands Circle**

Request for Permit Modification MOD25-0013 to a previously approved Design Review application (DR21-0154) to allow the construction of a new front porch, modified exterior architectural features, and an Administrative Modification of Standards to allow a 9'-8" side setback in lieu of the required 10-foot side setback, subject to the listed findings and conditions of approval; and find the project categorically exempt from environmental review under Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA).

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Agendas, Staff Reports and some associated documents for the Zoning Administrator items may be viewed on the Internet at <https://ca-losaltos.civicplus.com/527/Zoning-Administrator>.

Decisions of the Zoning Administrator are final unless appealed by filing an appeal with the City Clerk within 14 calendar days of the decision. No building permits shall be issued during this 14-day period.