



ZONING ADMINISTRATOR MEETING MINUTES

4:00 PM – Wednesday, January 21, 2025

***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 Planner Whitehill, 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 November 5, 2025.

Action: Zoning Administrator Williams approved the meeting minutes for the regular meeting of November 5, 2025.

The motion was approved (1-0) by the following vote:

AYES: Williams

NOES: None

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). *Project Planner: Liu*

STAFF PRESENTATION

Associate Planner Liu presented the staff report recommending approval of design review application SC25-0018 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Ralph Saviano and Kate Disney provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0018 per the staff report findings and conditions of approval.

The motion was approved (1-0) by the following vote:

AYES: Williams

NOES: None

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). *Project Planner: Liu*

STAFF PRESENTATION

Associate Planner Liu presented the staff report recommending approval of design review application SC25-0020 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Margaret Goosens provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0020 per the staff report findings and conditions of approval.

The motion was approved (1-0) by the following vote:

AYES: Williams

NOES: None

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). *Project Planner: Whitehill*

STAFF PRESENTATION

Senior Planner Whitehill presented the staff report recommending approval of design review application SC25-0015 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

None.

Action: Zoning Administrator Williams approved design review application SC25-0015 per the staff report findings and conditions of approval.

The motion was approved (1-0) by the following vote:

AYES: Williams

NOES: None

ADJOURNMENT

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

Stephanie Williams

Stephanie Williams
Zoning Administrator