



ZONING ADMINISTRATOR MEETING MINUTES

4:00 PM – Wednesday, March 18, 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 Planner Whitehill

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 February 18, 2026.

Action: Zoning Administrator Williams approved the meeting minutes for the regular meeting of February 18, 2026.

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

AYES: Williams

NOES: None

PUBLIC HEARING

2. SC25-0021 - 465 Benvenue Avenue - Yizhou Xu

Request for Design Review for the construction of a new 3,183 square-foot two-story house subject to the listed findings and conditions of approval. The project is 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 SC25-00021 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Dan Beyer, Ken Elchert, Erin Miller, Jill Woodford and Fei Fei Feng provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0021 per the staff report findings and conditions of approval with a modification to condition of approval #10 to consider alternative tree species in the landscape plan.

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

AYES: Williams

NOES: None

ADJOURNMENT

Zoning Administrator Williams adjourned the meeting at 4:31 PM.

Stephanie Williams

Stephanie Williams

Zoning Administrator