



## **ZONING ADMINISTRATOR MEETING MINUTES**

**4:00 PM – Wednesday, November 5, 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, Senior Planner Gallegos

### **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 October 15, 2025.

Action: Zoning Administrator Williams approved the meeting minutes for the regular meeting of October 15, 2025.

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

AYES: Williams

NOES: None

### **PUBLIC HEARING**

**2. SC25-0006 – Nasir Khan – 299 Langton Avenue**

Request to approve design review application SC25-0006 for the construction of a new 2,933 square foot, two-story house subject to the listed findings and conditions of approval; and find the project categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Section 15303 (New Construction or Conversion of Small Structures). *Project Planner: Gallegos*

STAFF PRESENTATION

Senior Planner Gallegos presented the staff report recommending approval of design review application SC25-0006 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

None.

Action: Zoning Administrator Williams approved design review application SC25-0006 per the staff report findings and conditions of approval.

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

AYES: Williams

NOES: None

**3. SC25-0001 - Mike Ma - 260 Hawthorne Avenue**

Request for Design Review for the construction of a new 3,449 square-foot two-story residence subject to the listed findings and conditions of approval. This 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 SC25-0001 subject to the listed findings and conditions of approval.

PUBLIC COMMENT

Residents Kurt Schwarz, Cheryl Miller, and Cheng Kuo Huang provided public comments.

Action: Zoning Administrator Williams approved design review application SC25-0001 per the staff report findings and conditions of approval.

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

AYES: Williams

NOES: None

**4. SC25-0015 - Le Tang - 682 Panchita Way**

Request for Design Review for the construction of a new 3,554 square-foot two-story residence subject to the listed findings and conditions of approval. This 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 SC25-0015 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 4:20 PM.

*Stephanie Williams*

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Stephanie Williams  
Zoning Administrator