



## **ZONING ADMINISTRATOR MEETING MINUTES**

**4:00 PM – Wednesday, April 16, 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 Zornes and Development Services Deputy Director Williams

STAFF: 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 April 2, 2025.

Action: Zoning Administrator Zornes approved the meeting minutes for the regular meeting of April 2, 2025.

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

AYES: Zornes

NOES: None

### **PUBLIC HEARING**

**2. SC24-0016 – Jing Quan – 717 Panchita Way**

Request for Design Review for the construction of a new 3,567 square foot, two-story home. The property is located on the east side of Panchita Way, between Marich Way and Alvarado Avenue. This 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 SC24-0016 subject to the listed findings and conditions of approval.

**PUBLIC COMMENT**

None.

Action: Zoning Administrator Zornes approved design review application SC24-0016 per the staff report findings and conditions.

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

AYES: Zornes

NOES: None

**ADJOURNMENT**

Zoning Administrator Zornes adjourned the meeting at 4:04 PM.

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Nick Zornes  
Zoning Administrator