



## ZONING ADMINISTRATOR MEETING MINUTES

4:00 PM - Wednesday, April 3, 2024

*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: Senior Planner Gallegos, 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 March 20, 2024.

Action: Zoning Administrator Zornes approved the meeting minutes for regular meeting of March 20, 2024.

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

AYES: Zornes

NOES: None

### PUBLIC HEARING

2. **SC24-0001 – Steven Collom – 284 Alvarado Avenue**

Design Review for a new 3,540 square-foot two-story single-family residence. This project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA). *Project Planner: Gallegos* ***THIS ITEM HAS BEEN CONTINUED FROM THE MARCH 20, 2024 ZONING ADMINISTRATOR MEETING***

### STAFF PRESENTATION

Senior Planner Gallegos presented the staff report recommending approval of design review application SC24-0001 subject to the listed findings and conditions.

PUBLIC COMMENT

Project applicant Steven Collum spoke to the project. Jaime Cheng provided public comment.

Action: Zoning Administrator Zornes approved design review application SC23-0017 per the staff report findings and conditions with the following list of conditions:

- trees #5 and #6 are to be looked at by a certified arborist who will prepare a report on the current and predicted health of the tree for consideration of removal.

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

AYES: Zornes

NOES: None

**3. SC23-0016 – Marta Andersson – 1358 Montclair Way**

Design Review for the construction of a residential addition including a 30 square-foot addition at the first story and a 700 square-foot addition at the second story. This project is categorically exempt 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 SC23-0012 subject to the listed findings and conditions.

Action: Zoning Administrator Zornes approved design review application SC23-0016 per the staff report findings and conditions.

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

AYES: Zornes

NOES: None

**4. SC23-0019 - Yingxi Chen - 16 Otis Way**

Design review for a new 3,638 square-foot two-story single-family residence. This project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA). *Project Planner: Gallegos*

STAFF PRESENTATION

Senior Planner Gallegos presented the staff report recommending approval of design review application SC23-0019 subject to the listed findings and conditions.

PUBLIC COMMENT

Werner Schmidt provided public comments.

Action: Zoning Administrator Zornes approved design review application SC23-0019 per the staff report findings and conditions.

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

AYES: Zornes

NOES: None

**POTENTIAL FUTURE AGENDA ITEMS**

None.

**ADJOURNMENT**

Zoning Administrator Zornes adjourned the meeting at 4:21 PM.

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Nick Zornes  
Zoning Administrator