



**DRAFT MINUTES
CUPERTINO PLANNING COMMISSION**

Tuesday, October 14, 2025

At 6:45 p.m. Chair Santosh Rao called the Regular Planning Commission meeting to order and led the Pledge of Allegiance in the Cupertino Community Hall Council Chamber, 10350 Torre Avenue and via teleconference.

ROLL CALL

Present: Chair Santosh Rao, Vice Chair Tracy Kosolcharoen, and Commissioners David Fung, Steven Scharf and Seema Lindskog. Absent: None.

APPROVAL OF MINUTES

1. Subject: Approval of the September 23, 2025 Planning Commission Minutes
Recommended Action: Approve the September 23, 2025 Planning Commission Minutes

MOTION: Fung moved and Kosolcharoen seconded to approve the September 23, 2025 Planning Commission Minutes. The motion carried with the following vote: Ayes: Rao, Kosolcharoen, Scharf, Fung, Lindskog. Noes: None. Abstain: None. Absent: None.

POSTPONEMENTS – None

ORAL COMMUNICATIONS – None

PUBLIC HEARINGS – None

NEW BUSINESS

2. Subject: Appointment of a Planning Commission Ad Hoc Subcommittee to report on best practices on community noticing from other Bay Area cities.
The Planning Commission may identify procedural or policy areas that would benefit from detailed review by this ad hoc subcommittee. The subcommittee will operate consistent with the Brown Act and Cupertino Municipal Code Chapter 2.32, focusing on its defined scope and providing a report back to the full Commission for discussion and possible recommendation to the City Council.
Recommended Action: - Appoint a Planning Commission Ad Hoc subcommittee with the defined scope to study best practices of other cities on community noticing; and

- Direct the subcommittee to return with findings and recommendations to the full Commission on the following topic:

Community Noticing – Evaluate current noticing best practices from other Bay Area cities for development projects and their related applications and report back on a comparison of practices in the area of community noticing with the goal to further enhance community awareness and participation.

Consider a motion that the Planning Commission form an ad hoc subcommittee to study community noticing best practices from Bay Area cities, and direct the subcommittee to return with findings and recommendations to the full Commission within the recommended timeframe.

This study session will allow Commissioners to form an ad hoc subcommittee to address the identified topic, establish subcommittee membership, and set expectations for reporting timelines and deliverables.

Commissioners asked clarifying questions, which Assistant City Attorney Michael Woo and Assistant Community Development Director Luke Connolly responded to.

Chair Rao opened the public comment period and the following people spoke:

- Jennifer Griffin

Chair Rao closed the public comment period.

Commissioners asked questions and made comments.

Chair Rao nominated Commissioner Scharf for the Ad Hoc subcommittee.

Commissioner Scharf agreed to be appointed to the Ad Hoc subcommittee.

Vice Chair Kosolcharoen agreed to be appointed to the Ad Hoc subcommittee.

Rao moved and Scharf seconded to appoint Commissioner Scharf and Vice Chair Kosolcharoen to a Planning Commission Ad Hoc subcommittee with the scope to study best practices of other cities and community noticing as applicable to projects heard at the Planning Commission. Ayes: Rao, Kosolcharoen, Scharf, Lindskog. Noes: Fung. Abstain: None. Absent: None.

STAFF AND COMMISSION REPORTS –

Assistant Director of Community Development Luke Connolly provided an update on the upcoming Planning Commissioners Academy, scheduled for March 11–13 in Anaheim. He

noted that funding is available for all Commissioners interested in attending. Registration opens in early December and typically fills up quickly, so Commissioners were encouraged to express their interest as soon as possible to ensure timely registration by staff.

FUTURE AGENDA SETTING –

- Establish a utilities subcommittee to examine latest plans and compare the fees with other cities from San Jose Water. (Kosolcharoen, Scharf)
- Create a subcommittee focused on community outreach on education, helping the community to understand best practices for fire safety in high-fire severity zones. (Kosolcharoen, Scharf)
- Create a subcommittee focused on traffic safety technology. (Kosolcharoen, Scharf)

ADJOURNMENT

At 7:43 p.m. Chair Rao adjourned the Regular Planning Commission Meeting.

Minutes prepared by:

Lindsay Nelson, Administrative Assistant