



DRAFT MINUTES
CUPERTINO PLANNING COMMISSION
Tuesday, April 14, 2026

At 7:32 p.m. Chair Tracy Kosolcharoen called the special Planning Commission meeting to order and led the Pledge of Allegiance in the Cupertino Community Hall Council Chamber, 10350 Torre Avenue and via teleconference and; Teleconference Locations Pursuant to Gov. Code 54953(b)(2): Courtyard by Marriott City Place, Lobby, 22742 Holzwarth Rd, Spring, TX 77389; C-174 Anand Vihar, Delhi, Delhi 110092

ROLL CALL

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

APPROVAL OF MINUTES

1. Subject: Approval of the March 24, 2026 Planning Commission Minutes.
Recommended Action: Approve the March 24, 2026 Planning Commission Minutes.

MOTION: Scharf moved and Fung seconded to approve the March 24, 2026 Planning Commission Minutes. The motion carried with the following vote: Ayes: Kosolcharoen, Scharf, Fung, Lindskog, Rao. Noes: None. Abstain: None. Absent: None.

POSTPONEMENTS – None

ORAL COMMUNICATIONS – None

OLD BUSINESS – None

NEW BUSINESS – None

STAFF AND COMMISSION REPORTS

2. Subject: Report from the Community Noticing Sub-Committee on community noticing practices from other local cities.

Written communications for this item included emails to the Commission and a report.

Chair Kosolcharoen gave a presentation.

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

- Jennifer Griffin

Chair Kosolcharoen closed the public comment period.

Chair Kosolcharoen conducted a straw poll to increase the noticing radius for larger projects (for example, anything two acres or more or larger projects could be determined by this Commission as well), zoning changes, expand noticing radius to a quarter mile for very high fire hazard zone projects, and changes to major streets. (All in favor; none opposed; no abstentions)

Chair Kosolcharoen conducted a straw poll to ensure the parcel address is on all relevant public hearing communications. (Kosolcharoen, Scharf, Lindskog, Rao in favor; Fung opposed; no abstentions)

Chair Kosolcharoen conducted a straw poll to increase outreach including on social media (Facebook, Twitter), on the website (adding an “upcoming hearings” page to Cupertino.gov), adding bulletins at prominent community hubs like the library; a banner; and cross-agency communications (partnering with other agencies like CUSD and FHUSD) and determine if the City can acquire the technology for telephone outreach. (Kosolcharoen, Scharf, Rao in favor; Fung opposed use of the banner with approval for the other items mentioned in the report; no abstentions; Lindskog was absent for the vote but did not agree with the banner or have the opportunity to comment on phone outreach)

Chair Kosolcharoen conducted a straw poll to include multilingual notifications and ads in foreign language media publications for larger developments. (Kosolcharoen, Scharf (noting that if a single-family homeowner is splitting a lot into four units or larger, that would also qualify for noticing), Rao in favor; Fung opposed (noting that there are certain projects that warrant different noticing); no abstentions; Lindskog was absent for the vote)

MOTION: Scharf moved and Fung seconded to elect Chair Kosolcharoen to act as a representative to convey the Planning Commission’s recommendations to the City Council. The motion carried with the following vote: Ayes: Kosolcharoen, Scharf, Fung, Rao. Noes: None. Abstain: None. Absent: Lindskog.

Staff did not have updates for the Commission.

Commissioners asked questions which staff responded to.

Commissioner Rao reported that the Commission had not heard updates on objective design standards for a while.

FUTURE AGENDA SETTING –

The Commission added the following future agenda items.

- Agendizing the coordination of a sub-committee on objective fire evacuation standards and recommendations. (Rao, Scharf)

ADJOURNMENT

At 8:14 p.m. Chair Kosolcharoen adjourned the special Planning Commission Meeting.

Minutes prepared by:

Lindsay Nelson, Administrative Assistant