



# City of Mountain View

## Agenda

### Administrative Zoning Hearing

---

Wednesday, October 8, 2025

4:00 PM

Plaza Conference Room, 500 Castro St., Mountain View, CA 94041

---

Spanish or Chinese interpretation via Zoom and translation of meeting materials are available at no cost upon request. Please contact the City by 5:00 p.m. at least two business days prior to the day of the scheduled meeting by phone at (650) 903-6608 or by email at [mep@mountainview.gov](mailto:mep@mountainview.gov).

Interpretación por medio de Zoom y traducción de los materiales de la reunión estarán disponibles sin costo alguno con solicitud previa. Favor de comunicarse con la Ciudad antes de las 5:00 p. m. al menos dos días hábiles antes de la reunión agendada al (650) 903-6608 o por correo electrónico a [mep@mountainview.gov](mailto:mep@mountainview.gov).

如有需要，可通过 Zoom 获取中文翻译版，会议材料翻译版免费提供。请至少在会议预定日期前两个工作日下午 5:00 前发送电子邮件至 [mep@mountainview.gov](mailto:mep@mountainview.gov) 联系市政府。

**This meeting is being conducted with a virtual component. Anyone wishing to address the Zoning Administrator virtually may join the meeting at:**

**<https://mountainview.zoom.us/j/85261011237>, or by dialing (669) 900-9128 and entering Webinar ID: 852 6101 1237.**

**When the Zoning Administrator announces the item on which you wish to speak, click on the “raise hand” feature in Zoom or dial \*9 on your phone. When the Zoning Administrator calls your name to provide public comment, if you are participating via phone, please press \*6 to unmute yourself.**

#### **1. CALL TO ORDER**

#### **2. ROLL CALL**

#### **3. ORAL COMMUNICATIONS FROM THE PUBLIC**

*This portion of the meeting is reserved for persons wishing to address the Commission on any matter not on the agenda. Speakers are allowed to speak on any topic for up to three minutes during this section. If there appears to be a large number of speakers, speaking time may be reduced to no less than 1.5 minutes. State law prohibits the Commission from acting on non agenda items.*

#### **4. PUBLIC HEARING**

**4.1 89 Pioneer Way, Alison Ard for Castle Grayskull, PL-8202, APN: 160-64-007**

**Recommendation:** Request for a Conditional Use Permit and Development Review Permit to allow a video production and educational toy design studio in an existing industrial building, including the addition of a 1,053 square foot mezzanine to the interior of the existing 25,740 square foot building, and minor site modifications, including a new trash enclosure and painting booth, within the existing parking area, on a 1.25-acre site; and a recommended determination that the project is categorically exempt pursuant to Section 15301 ("Existing Facilities") of the California Environmental Quality Act Guidelines. This project is located on the east side of Pioneer Way between East Dana Street and East Evelyn Avenue in the MM (General Industrial) Zoning District.

Project Manager: Sam Hughes

**Attachments:** [Staff Memo](#)  
[Draft Findings Report](#)  
[Plan Set](#)  
[Business Description Letter](#)

**5. ADJOURNMENT****NOTICE TO THE PUBLIC:**

Administrative Zoning Hearings are held regularly on the second and fourth Wednesday of each month at 4:00 p.m. and may be held jointly with the Subdivision Committee.

The agenda and staff reports may be viewed online at [mountainview.legistar.com](http://mountainview.legistar.com).

Questions or comments regarding the agenda may be directed to the Zoning Administrator or the Project Planner listed on the agenda for the item at (650) 903-6306 or [planning.division@mountainview.gov](mailto:planning.division@mountainview.gov).

The Zoning Administrator may take action on any matter noticed herein. The Zoning Administrator's consideration of and action on the matters noticed herein are not limited by the recommendations indicated on the agenda.

Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance in this meeting, please contact the Planning Secretary at (650) 903-6306. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))

**ADDRESSING THE ZONING ADMINISTRATOR:**

Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Zoning Administrator.

Anyone wishing to address the Zoning Administrator or Subdivision Committee on a nonagenda item may do so during the Oral Communications portion of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes. If there appears to be a large number of speakers, the Zoning Administrator may reduce speaking time to no less than 1.5 minutes per speaker.

Pursuant to Government Code Section 54954.3(b)(1), at least twice the allotted time will be provided to a member of the public who utilizes a translator.

**ADMINISTRATIVE ZONING HEARING REVIEW PROCESS**

The Zoning Administrator is the approval body for all applications requiring a Conditional Use Permit, Variance, Planned Unit Development, Development Review Permit, or Planned Community Permit and can provide a recommended action on permits that require City Council approval.

The Subdivision Committee is the approval body for all applications requiring a new or modified subdivision map, including lot line adjustments, parcel maps, and tentative maps, and can provide a recommendation action on subdivision maps that require City Council approval.

At the hearing, the applicant/agent will be asked to make a brief presentation on the proposal. Comments from the public shall be heard after the Zoning Administrator has opened the public hearing and prior to the Zoning Administrator taking action or making a recommendation.

The Zoning Administrator can take the following actions on projects being heard:

- Conditionally approve the project.
- Continue the project indefinitely and will be re-noticed.
- Continue the project to a specific date.
- Take the project under advisement - pending additional information for staff's review.
- Deny the project.

The decisions of the Zoning Administrator are final unless appealed to the City Council by filing an appeal with the City Clerk within 10 calendar days of the date of findings. No building permits shall be issued during this 10-day period.