



# City of Sunnyvale

## Meeting Minutes

### Zoning Administrator Hearing

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Wednesday, January 14, 2026

3:00 PM

Teleconference: City Web Stream

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#### **CALL TO ORDER**

Julia Klein, Zoning Administrator, called the meeting to order at 3:00 p.m.

#### **PUBLIC HEARINGS**

##### **Proposed Project:**

**VARIANCE:** to allow a deviation from Sunnyvale Municipal Code Section 19.40.020(f) to exceed to total the maximum total area of 800 square feet allowed for all accessory structures on a parcel in a residential zone district.

**Location:** 696 Sheraton Drive (APN: 202-09-020)

**File #:** PLNG-2025-0699

**Zoning:** R-1/SP (Low-Density Residential/Split Zone)

**Applicant / Owner:** Jennifer Spana (applicant) / Fairbrae Swim Club (owner)

**Environmental Review:** Class 3 Categorical Exemption relieves this project from the California Environmental Quality Act (CEQA) provisions.

**Project Planner:** Shila Bagley, 408-730-7418, sbagley@sunnyvale.ca.gov

Ms. Klein inquired with Shila Bagley, Project Planner, if there were any additions to the staff report.

Ms. Bagley provided a brief description of the proposed project. She stated the project site has been operated as a swim and racquet club since 1961. The applicant is also proposing improvements to the existing athletic facility under a separate miscellaneous planning permit that includes upgrades to the building, interior, exterior, pool deck, and accessibility features.

Ms. Bagley noted that the applicant is proposing two new accessory shade structures or two pergolas. One would be approximately 1,300 square feet near the pool area and the other would be approximately 450 square feet near the tennis courts. These two accessory structures along with an existing storage shed equal about 1,874 square feet which exceeds the maximum allowed 800 square feet with a use permit. A variance would be required which staff was supportive of as the

structures would only occupy 3.8% of the lot area.

Ms. Bagley stated a correction to the site. She noted it is conditioned that the existing storage shed to be removed from the public utility easement. The unique recreational use within the residential zone warranted the support for this application and had a minimum visual or privacy impact to neighbors.

Staff received no comments from the public and there were no further updates to the staff report after publication. Staff recommended approval of the variance with the recommended findings and conditions of approval.

Ms. Klein inquired with the applicant if they had any updates or comments.

Luke Bollinger, applicant, stated they wanted to provide more shade for members of the swim club.

Ms. Klein opened the hearing to public comments.

No members of the public wished to speak on this item.

Ms. Klein closed the hearing to public comments.

Ms. Klein noted there are exceptional circumstances which justify the variance. The property has continuously operated as a community athletic facility on a large site. The shade structures proposed would greatly benefit members and guests of the facility. She stated the restriction of 800 square feet for accessory structure limit didn't quite make sense give this athletic facility's use.

The shade structures as designed are open, low-profile, and located further from nearby single-family homes than existing improvements. The structures would minimize any visual or privacy impacts. The granting of the variance would also not grant any special privileges of similar type uses in properties elsewhere in the city.

**ACTION:** Alternative 1. Approve the Variance with recommended Findings in Attachment 2 and Conditions in the Attachment 3.

**Proposed Project:**

**SPECIAL DEVELOPMENT PERMIT:** To allow a recreational and enrichment facility (KidStrong) within a 2,975-square foot tenant space at the Solstice mixed-use development.

**Location:** 331 W Washington Avenue (APN: 209-07-027)

**File #:** PLNG-2025-0610

**Zoning:** DSP-1A (Downtown Specific Plan, Block 1A)

**Applicant / Owner:** Davis Rains / BRE Properties Inc.

**Environmental Review:** Class 1 Categorical Exemption relieves this project from the California Environmental Quality Act (CEQA) provisions.

**Project Planner:** Shila Bagley, 408-730-7418,  
sbagley@sunnyvale.ca.gov

Ms. Klein inquired with Shila Bagley, Project Planner, if there were any updates or additions to the staff report.

Ms. Bagley provided a brief description of the proposed project. The request is to operate a tenant suite as a children's recreation and enrichment facility. The site's ground floor has been operating with retail and commercial uses. The above stories are residential rental units. The subject suite had been used as an indoor cycling studio, but has been vacant for over a year. The proposed use would require a special development permit.

This specific proposed use would be no more than 2 classes with a maximum of 12 students per class. Therefore, the peak occupancy would be 29 people: 24 students and 5 staff. The hours of operation would be from 9 a.m. to 8 p.m. during the weekdays and 9 a.m. to 3 p.m. on the weekends. Classes would be staggered 45 minutes to reduce traffic and congestion. A small retail space with a front desk will be on the site to serve members of the facility. No exterior modifications were proposed and the space would continue to comply with the required LEED Silver standards for this mixed-use development.

Ms. Bagley noted that there is a shared parking provision for commercial uses in this downtown area and this proposed use was not anticipated to generate greater demand than the prior fitness tenant. Ms. Bagley stated there is a special condition of approval for this application that requires parents to park in designated downtown parking spaces and to walk their children to the site. Curbside loading would not be allowed.

Staff supported approval of this project because there would be no parking or operational impacts to surrounding businesses and residents. The classes are small, staggered, operated indoors, expected to be low-noise and would be held during limited hours.

Ms. Klein inquired with the applicant if they had any updates or comments.

Mark Iglesias, applicant, had no additional updates or comments. Mr. Iglesias wanted to note that the proposed project is a milestone-driven kids development

program in order for children to build physical and character-based confidence. He stated it is science-based and family-orientated, so he felt it was a perfect fit for the area.

Ms. Klein opened the hearing to public comments.

No members of the public wished to speak on this item.

Ms. Klein closed the hearing to public comments.

Ms. Klein noted the proposed use is consistent with the city's general plan policies and goals as it introduces an educational facility in the city's downtown area. This type of use is consistent with the downtown-specific plan and with the downtown-specific plan zoning designation, which allows for mixed uses. She stated the operation is going into a building originally designed for mixed use.

Ms. Klein stated the staggered class times, small class sizes, limited staffing, and condition of parents using designated parking spaces ensures the use would be compatible with surrounding business and supports community-serving educational programming. This type of use is consistent with the City General Plan and Downtown Specific Plan. The project complied with all applicable development standards and did not request any deviations, and no environmental impacts were identified.

ACTION: Alternative 1. Approve the Special Development Permit with recommended Findings in Attachment 3 and Conditions in Attachment 2.

### **ADJOURNMENT**

Ms. Klein adjourned the hearing at 3:16 p.m.