CITY OF MILPITAS
Planning Commission

MEETING MINUTES
7:00pm
Wednesday, January 10, 2024
CITY COUNCIL CHAMBERS
455 E CALAVERAS BLVD, MILPITAS, CA
and
via TELECONFERENCE (Zoom Webinar)

CALL TO ORDER

Chair Chuan called the meeting to order at 7:01pm.

PLEDGE OF ALLEGIANCE

Chair Chuan led the pledge of allegiance.

ROLL CALL

Recording Secretary Elizabeth Medina called the roll.

PRESENT: Chair Chuan, Awasthi, Galang, and Gupta

ABSENT: Vice Chair Ciardella, Commissioners Albana, Medina-Ashby

STAFF: Jay Lee, Christopher Creech, Lillian VanHua, and Elizabeth Medina

CONFLICT OF INTEREST/CAMPAIGN CONTRIBUTION DECLARATION

Assistant City Attorney Christopher Creech asked if any member of the commission had any personal or financial conflict of interest related to any of the items on the agenda, and there were none.

***BRIEF RECESS**

**Due to technical difficulties, the commission had to take a short recess during this part of the meeting.*

ELECTION OF CHAIR AND VICE CHAIR FOR 2024

Assistant City Attorney Christopher Creech facilitated elections for Chair and Vice Chair.

With three absent commission members and not a full commission present, Staff recommended moving the Election of Chair and Vice Chair for 2024 item to the January 24 meeting. However, Assistant City Attorney Christopher Creech did state that is it the commission's prerogative to decide whether or not to go forward on this item tonight or at a later date.

Chair Chuan nominated himself for Chair; no second was received.

Commissioner Awasthi was in favor of moving the Election of Chair and Vice Chair to the next meeting.

Commissioner Gupta was in favor of either route.

Chair Chuan made a motion to continue with the nomination process at this meeting. No second was received.

Commissioner Galang made a motion to move the Election of Chair and Vice Chair to the next meeting. Second made by Commissioner Gupta.

Motion/Second: Galang/Gupta
AYES: 3
NOES: 1
ABSTAIN: 0

APPROVAL OF THE MEETING AGENDA

By motion, approve the meeting agenda for January 10, 2024.

Motion/Second Galang/Awasthi
Motion carried by a vote of AYES: 4 NOES: 0

APPROVAL OF THE MEETING MINUTES

By motion, approve the meeting minutes for November 8, 2023.

Commissioner Gupta noted that the Roll Call section of the meeting minutes was incorrect. Commissioner Gupta was present for the November 8th meeting but it was not reflected in the meeting minutes. The error was acknowledged and will be corrected by Secretary Medina.

Motion/Second Awasthi/Galang
Motion carried by a vote of AYES: 4 NOES: 0 ABSTAIN: 0

ANNOUNCEMENTS

Chair Chuan shared that former Vice Chair Larry Ciardella said it was a pleasure to work with commissioners and staff.

Planning Director Lee mentioned that the newly appointed commissioner is going through the onboarding process. He also reminded commissioners who are interested in attending the League of California Cities Planning Commissioners Academy in March should reach out to staff.

Commissioner Dipak shared what a pleasure it was to work with Larry Ciardella and wishes him well.

PUBLIC FORUM

Chair Chuan invited members of the public to address the commission and there were none.

BRIEF RECESS

**Due to technical difficulties, the commission had to take a short recess during this part of the meeting.*

PUBLIC HEARING

LANDSCAPE RENOVATION, NEW PAVILION, BATHROOM, AND NEW POOL – 1350 COUNTRY CLUB DR. – P-SD21-0002: A Site Development Permit to develop a 1,200-square foot single-story pavilion, construct a 76-square foot bathroom inside the existing guest house, and a new pool at an existing single-family residence on a 6.13-acre lot located in the R1-H Single-family Residential Hillside Combining District located at 1350 Country Club Drive. The project is categorically exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures), Section 153034 (Minor Alterations to Land), Section 15301 (Existing Facilities), and Section 15183 (Project Consistent with a Community Plan, General Plan, or Zoning).

Project Planner Lillian VanHua, Planning Director Jay Lee, the owners Raj and Annu Navani, and the applicant team members addressed commissioners' clarifying questions related to what will be located in the pavilion, what challenges (if any) the applicant had to comply with the code, reduction of parking spots, and impervious surface area use.

Chair Chuan invited members of the public to address the commission and there were none.

Motion to close the Public Forum.

Motion/Second Chuan/Gupta
Motion carried by a vote of AYES: 4 NOES: 0

Recommendation: Staff recommends that the Planning Commission adopt Resolution No. 24-005, recommending City Council approve Site Development Permit No. SD21-0002, subject to the Conditions of Approval.

Motion/Second Galang/Awasthi
Motion carried by a vote of AYES: 4 NOES: 0

NEW BUSINESS

2024 Planning Commission Meeting Schedule. Reviewed and approved.

Motion/Second Gupta/Galang
Motion carried by a vote of AYES: 4 NOES: 0

Commissioner Gupta asked that the Planning department metrics/performance measures topic be agendized and discussed with the commission at the later meeting.

Motion/Second Gupta/Galang
Motion carried by a vote of AYES: 4 NOES: 0

ADJOURNMENT

Chair Chuan adjourned the meeting at 8:31 pm
Motion/Second Chuan/Galang
Motion carried by a vote of AYES: 4 NOES: 0

Meeting Minutes submitted by
Planning Commission Secretary Elizabeth Medina