



CITY OF MILPITAS

Planning Commission

MEETING MINUTES

7:00pm

Wednesday, January 8, 2025
CITY COUNCIL CHAMBERS,
455 E CALAVERAS BLVD, MILPITAS, CA
and
via TELECONFERENCE (Zoom Webinar)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Chair Albana led the pledge of allegiance.

ROLL CALL

Deputy City Clerk Chen called the roll.

PRESENT: Chair Albana, Vice Chair Medina-Ashby, Galang, Awasthi, Gupta, Caulkins, and Kong.

ABSENT: none

STAFF: Jay Lee, Christopher Creech, Randy Baez, Lieutenant Jason Speckenheuer, and Jessica Chen

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.

APPROVAL OF THE MEETING AGENDA

By motion, approve the meeting agenda for January 8, 2025.

Motion/Second Awasthi/Caulkins

Motion carried by a vote of AYES: 7 NOES: 0

APPROVAL OF THE MEETING MINUTES

By motion, approve the meeting minutes for October 9, 2024.

Motion/Second Kong/Caulkins

Motion carried by a vote of AYES: 7 NOES: 0

By motion, approve the meeting minutes for November 13, 2024.

Motion/Second Kong/Gupta

Motion carried by a vote of AYES: 7 NOES: 0

ANNOUNCEMENTS

Planning Director Lee shared that the Planning department will host a community meeting for the Comprehensive Zoning Ordinance Update on January 9th in the Milpitas Community Center and that the Draft Zoning Ordinance was recently released for public review. He also mentioned that a public draft of the Gateway Main Street Specific Plan will be available soon.

PUBLIC FORUM

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

PUBLIC HEARING

NO ITEMS

NEW BUSINESS

X-1 PLANNING COMMISSIONERS APPROVE MEETING SCHEDULE FOR 2025.

Motion/Second Caulkins/Awasthi

Motion carried by a vote of AYES: 7 NOES: 0

X-2 CITYWIDE ABC LICENSES PRESENTATION: On February 28, 2024, the Planning Commission passed a motion requesting that staff at a future meeting (a) provide additional information regarding gas stations that sell alcohol and (b) facilitate a discussion regarding potential updated guidelines and/or regulations for alcohol related entitlements, particularly near sensitive places such as schools and daycares. Staff subsequently compiled internal City databases to update the Planning Commission on the existing number of gas stations within the City and how many of those gas stations currently have Alcoholic Beverage Control (ABC) Licenses to sell alcoholic beverages. Staff also researched policies and regulations of nearby jurisdictions regarding alcohol sales and is recommending options to update the City's guidelines.

[\(13:15\)](#) Project Planner Randy Baez and Lieutenant Speckenheuer addressed commissioners' clarifying questions on various topics related to ABC licenses in high-crime or undue concentration areas. Discussion points included the usefulness of crime data in evaluating ABC licenses, the commission receiving an updated chart when ABC license permits are presented, clarification on on-site vs. off-site alcohol consumption, the time of day when DUI arrests are most frequent in Milpitas, crime data specific to the census tract of the ABC license area, and the rationale for the 1,000-foot buffer for sensitive areas, which aligns with the noticing standard for Conditional Use Permits. Additionally, commissioners discussed the potential regulation of prohibiting the sale of small alcohol containers (e.g., shots or beer cans under 5ml) near schools to help prevent underage consumption, and consider charging applicants a fee for applying for liquor license for revenue.

Based on feedback from the commissioners, the department will route projects located within 1,000 feet of sensitive uses upon receiving an application. Additionally, crime data will be included in future liquor license presentations to provide a more comprehensive analysis. The department will also explore the development of standard conditions of approval by reviewing best practices from other jurisdictions.

ADJOURNMENT

Chair Albana adjourned the meeting at 8:01 pm

Motion/Second Medina-Ashby/Caulkins

Motion carried by a vote of AYES: 7 NOES: 0

Meeting Minutes submitted by
Planning Commission Secretary Elizabeth Medina