



**CITY OF MILPITAS  
PLANNING ZONING ADMINISTRATOR  
HEARING AGENDA**

**MARCH 12, 2025 10:00 AM  
PLANNING CONFERENCE ROOM  
455 E CALAVERAS BLVD, MILPITAS, CA**

The Zoning Administrator Hearing is held in the Planning Conference Room, 455 E. Calaveras Blvd., Milpitas and via teleconference/Zoom webinar.

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**PUBLIC COMMENT INSTRUCTIONS**

Oral public comments may only be provided live during the Zoning Administrator hearing in person. All comments provided shall be limited to three minutes or less as determined by the Zoning Administrator. All members of the public will be limited to one comment per agenda item, and one comment for non-agenda items. Members of the public may submit written comments by email to [PlanningDepartment@milpitas.gov](mailto:PlanningDepartment@milpitas.gov)

The meeting will be streamed via Zoom for viewing purposes only. To watch via Zoom, join by clicking on link below:

<https://ci-milpitas-ca-gov.zoom.us/meeting/register/zEengFhaSairmHGdpMa2w>

The Planning Zoning Administrator is the Planning Director or his/her designee who has approval authority for Site Development Permits, Minor Site Development Permits, Minor Conditional Use Permits and other minor project reviews not involving public hearings.

**I. CALL MEETING TO ORDER**

**II. PUBLIC FORUM**

Members of the public are invited to speak on any item that does not appear on today's agenda. Comments will be limited to three minutes or less at the Zoning Administrator's discretion. When called to speak, you are encouraged to state your name for the record. As an item not listed on the agenda, no action can be taken, however the Zoning Administrator may instruct the staff to place the item on a future meeting agenda.

**III. PUBLIC HEARING**

**NEW TWO-STORY, SINGLE-FAMILY RESIDENCE – 287 DUARTE CT. – MINOR SITE DEVELOPMENT PERMIT (P-MS25-0262) and TREE REMOVAL PERMIT (P-TR26-0002):** A Minor Site Development Permit request to demolish the existing 1,247-square-foot single-story, single-family residence and construct a new 2,835-square-foot two-story, single-family residence, remove three (3) Heritage Trees and replace with six (6) trees on a 0.10-acre parcel in the Single Family Residential (R1-6) Zoning District located at 287 Duarte Ct. The project is categorically exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures), and, as a separate and independent basis, Section 15183 (Projects consistent with a Community Plan, General Plan, or Zoning).

Project Planner: Sean Manalo, (408) 586-3288, [smanalo@milpitas.gov](mailto:smanalo@milpitas.gov)

*Recommendation:* Staff recommends that the Zoning Administrator open and close the public hearing, consider the exemption from environmental review under CEQA, and approve Minor Site Development Permit No. P-MS25-0262 and Tree Removal Permit P-TR26-0002 to demolish the existing single-family residence and construct a new 2,835\_ square-foot two-story, single-family residence and remove three (3) heritage sized trees and replace with six (6) new trees at 287 Duarte Ct. subject to the findings outlined in this report and the attached Conditions of Approval.

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Any person aggrieved by any final decision of any, board, commission, or department head to the City of Milpitas may appeal the decision to the City Council by filing a written notice of the appeal with the City Clerk within 12 calendar days of the date of said decision and paying the required fee. This time limit shall be strictly enforced.

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#### **IV. ADJOURNMENT**

**KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other City agencies exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and City operations are open to the people's review.

For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall,  
455 E. Calaveras Blvd., Milpitas, CA 95035 Phone: 408-586-3040

*The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website [www.milpitas.gov](http://www.milpitas.gov) by selecting the Milpitas Municipal Code link.*

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The Planning Division will provide a recorded agenda or minutes printed in large type upon request for the visually impaired. In compliance with the Americans with Disabilities Act, individuals requiring accommodation for this meeting should notify the Planning Division prior to the meeting at 408-586-3279.

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