



CITY OF MILPITAS

Economic Development and Trade Commission

REGULAR MEETING MINUTES

DRAFT

4:30 PM

Monday, March 13, 2023

Milpitas City Hall

First Floor Committee Conference Room

455 E. Calaveras Boulevard

CALL TO ORDER Meeting called to order at 4:30 PM by Chair McNeil.

PLEDGE OF ALLEGIANCE Vice Chair Norwood led the pledge of allegiance.

ROLL CALL Economic Development Specialist Michael Thomas called the roll.

PRESENT: Chair Casey McNeil, Vice Chair Chris Norwood; Commissioners Paul Medawar, Parkash Daryani, Cheri Romero, Mayor Carmen Montano (Council Liaison), Economic Development Director Alex Andrade, Economic Development Coordinator Daniel Degu, Economic Development Specialist Michael Thomas, and Senior Special Projects Associate Margaret Tamisiea.

ABSENT: Commissioners Inderjit Mundra and Lynne Rice, and Student Commissioner Stephen Huang

SEATING OF None. Both alternate seats are vacant. Council consideration of mayoral appointments anticipated for the City Council's regular meeting scheduled for March 21, 2023.

APPROVAL OF AGENDA Recommended Action: Approve the March 13, 2023 agenda of the Economic Development and Trade Commission meeting as submitted.

MOVER/SECONDER: Norwood/Daryani

RESULT: Approved

AYES: Medawar, Daryani, Romero, Norwood, McNeil

NOES: None

ABSTENTIONS: None

APPROVAL OF MINUTES: Recommended Action: Approve the Commission's regular meeting minutes of January 9, 2023 including correcting the spelling of Commissioner Daryani's last name.

MOVER/SECONDER: Norwood/Romero

RESULT: Approved

AYES: Daryani, Romero, Norwood, McNeil

NOES: None

ABSTENTIONS: Medawar

PUBLIC FORMUM Mr. Rob Means, secretary of LoopWorks spoke about the economic benefits of an advanced transit project known as Personal Rapid Transit (PRT). Mr. Means took questions from the Commission and provided his contact information.

ANNOUNCEMENTS Vice Chair Norwood provided an update on construction of Milpitas Unified School District's Innovation Campus and the upcoming MUSD Board meeting scheduled for March 14, 2023.

Mayor Montano recognized new Commissioner Paul Medawar who represents the hospitality sector and discussed the FY 23 operating and CIP budget process and timeline.

Director Andrade introduced new Senior Special Projects Associate Margaret Tamisiea. Mr. Andrade introduced new leadership members from the Milpitas Chamber of Commerce: Interim President Kelly Yip-Chuan and Secretary Anu Nakka. Mr. Andrade stated that Ms. Yip-Chuan and Ms. Nakka are invited to speak on the Chamber's behalf, but do not have voting authority. The Chamber will select a Commission representative for the City's consideration at a later date.

Ms. Yip-Chuan stated that the Chamber appointed six new board members and informed the Commission of upcoming Chamber events.

Mr. Andrade updated the Commission on considerations for fence installation at Hillview Court where an office building complex and the Homekey project are located. Commission Daryani expressed his support of the City's efforts. Mr. Andrade stated that the City Council authorized \$70,000 of ARPA funds for the Milpitas Youth Force summer work program. The Commission will consider additional ARPA funding considerations at a future meeting.

BUSINESS ITEMS 9a. Brown Act Training

Recommended Action: Receive presentation.

City Attorney Michael Mutalipassi delivered a presentation regarding Brown Act compliance for public meetings and appointed officials.

Commissioner Daryani asked about Commissioners commenting on Commission items that may result in conflicts of interest. City Attorney Mutalipassi advised Commissioners to discuss conflict of interest concerns with him to determine course of action.

Chair McNeil opened the public forum on this item. Mr. Rob Means, secretary of LoopWorks, asked for clarification on elected officials meeting with individuals outside of a duly noticed public meeting. Specifically, could a third-party representative meet elected officials to determine their opinion on a matter? Mr. Mutalipassi advised that third-party representatives should consult their own legal counsel on this matter.

After discussion, motion to receive presentation.

MOVER/SECONDER: Norwood/Daryani

RESULT: Approved
AYES: Medawar, Daryani, Romero, Norwood, McNeil
NOES: None
ABSTENTIONS: None

9b. Zoning Advisory Committee

Recommended Action: (1) Receive presentation; (2) Nominate and select Commissioners for two seats on the Zoning Advisory Committee (ZAC).

Chair McNeil introduced Senior Planner Michael Fossati who explained the Zoning Advisory Committee's purpose and role and the member selection process related to the City's zoning code update. Mr. Fossati fielded questions from the Commission.

Mr. Fossati clarified that Zoning Advisory Committee members would provide input and feedback that either may or may not be ultimately recommended for inclusion in the City's zoning code update. Mr. Fossati further stated that ZAC meetings would be scheduled so as to not conflict with regularly scheduled commission meetings.

Mayor Montano asked if the City's existing appointment selection and approval process apply to selecting ZAC members. Mr. Fossati said he would seek clarification on this question and return with a response at the Commission's next regular meeting in April.

No public comment was provided on this item.

After discussion, motion to receive presentation, but continue selection of the Commission's Zoning Advisory Committee representatives to a future meeting pending clarification of the selection process.

MOVER/SECONDER: McNeil/Norwood
RESULT: Approved
AYES: Medawar, Daryani, Romero, Norwood, McNeil
NOES: None
ABSTENTIONS: None

9c. Commission Role and Support to City Staff

Recommended Action: Provide initial feedback and schedule a future meeting date and time to consider this item further.

Chairperson McNeil introduced this item. Chair McNeil sought input from the Commissioners on their roles and that of the Commission, and how to best support Economic Development Staff.

No public comment was provided on this item.

After discussion, motion to schedule a special meeting to discuss this item further at a date to be determined later.

MOVER/SECONDER: McNeil/Daryani

RESULT: Approved

AYES: Medawar, Daryani, Romero, Norwood, McNeil

NOES: None

ABSTENTIONS: None

ADJOURNMENT Motion to adjourn this meeting at 5:53 PM to the next regularly scheduled Commission meeting on Monday, April 10, 2023 at 4:30 PM.

MOVER/SECONDER: Daryani/Medawar

RESULT: Approved

AYES: Medawar, Daryani, Romero, Norwood, McNeil

NOES: None

ABSTENTIONS: None

DRAFT



Comprehensive Zoning Ordinance Update ZONING ADVISORY COMMITTEE (ZAC)

LWC

The City of Milpitas is seeking representatives from various City commissions to join the Zoning Advisory Committee, or ZAC, to advise the Comprehensive Zoning Ordinance Update. More information on the Zoning Ordinance Update will become available at www.milpitaszoningupdate.org.

WHAT IS THE ZAC?

The Zoning Advisory Committee, or ZAC, is an ad hoc committee established to inform and guide the Zoning Ordinance Update project. The ZAC will be composed of representatives of existing City commissions and will convene at key points during the Zoning Ordinance process to review working material and provide insight and feedback. Participation by members appointed to the ZAC is temporary; the roles and responsibilities of its members will conclude with City Council adoption of the Zoning Ordinance Update, which is anticipated to occur in approximately 2.5 years.

PARTICIPANT ROLES AND RESPONSIBILITIES

The ZAC will be responsible for providing feedback to City staff and to the consultant regarding the Zoning Ordinance Update, including but not limited to issue identification and key changes to the standards and regulations of the Milpitas Zoning Ordinance. It is also the role of the ZAC to assist in ensuring the community's concerns and desires are adequately reflected in the Zoning Ordinance Update. Responsibilities of ZAC members include the following:

- Provide feedback to City staff and the consultant on the planning process and its products.
- Inform City staff and the consultant of information that is valuable to the process or issues/opinions that should be taken into consideration as part of the Zoning Ordinance preparation.
- Pass on knowledge to the community on topics pertinent to the Zoning Ordinance Update.
- Review and discuss items proposed by City staff and the consultant.
- Stay familiar with and seek consistency with the City's General Plan during discussions.
- Serve as an ambassador for the Zoning Ordinance Update, providing the community with information as appropriate.
- Irrespective of individual perspectives or preferences, seek the benefit of the entire community in discussions and feedback.

While the ZAC will provide feedback to the planning team throughout the duration of the project, the adoption of the Zoning Ordinance Update ultimately rests with the Milpitas Planning Commission and City Council.

PARTICIPANT COMMITMENTS

Members are expected to prepare for and participate in five ZAC meetings, anticipated to occur in May 2023, August 2023, April 2024, September 2024, and November 2024. Each meeting may run up to two hours in length. Reading materials will be assigned approximately one week prior to each meeting. Members should expect up to 100 pages of materials prior to some meetings, and are expected to come to each meeting having read and thought about the materials. Meetings will focus on the following topics:

- Project Initiation/Issues Identification
- Background and Recommendations Memo
- Key Topics (TBD)
- Public Review Draft Zoning Ordinance