

PLANNING COMMISSION
Minutes of Regular Meeting
Crafts Room
Community Services and Recreation
8200 Westminster Boulevard
Westminster, CA 92683
June 22, 2005
6:30 p.m.

Call to Order The Planning Commission of the City of Westminster met in a regular session on Wednesday, June 22, 2005 called to order in the Crafts Room, Community Services and Recreation Building, at 6:30 p.m. by Chairman Turro.

Roll Call Commissioners present: Bertels , Cruz, Krippner, Turro
Commissioner absent: Nguyen

Staff Attendance Bonny Lay, Planning Director; Steve Ratkay and Judy Kollar, Associate Planners; Alice Lau, Assistant Planner; Jennifer Mansur and Chris Wong, Planning Technicians; Maria Moya, Department Secretary; and Christian Bettenhausen, Deputy City Attorney

Salute to the Flag All persons present joined in the Salute to the Flag, conducted by Commissioner Bertels.

Approval of Minutes The minutes of the regular meeting of May 25, 2005 and the minutes of the study session meeting of June 8, 2005 were approved on motion of Commissioner Bertels, seconded by Commissioner Cruz, and carried 4-0.

Oral Communications There were no oral communications received.

Written Communications A. Citizen letters and petitions regarding Home Business Committee project.

Ms. Bonny Lay indicated that copies of signed petitions by residents in opposition to the home business application at 15742 Clarendon Street were included in the Commissioners' packets. The Commission received and filed the petitions.

Public Hearing A. Case No. 2005-28 Modification to an existing sign variance to allow an increase in the sign area from the previously approved 325 square feet to 556.3 square feet, instead of 100 square feet sign area allowable by the Municipal Code.

STAFF RECOMMENDATION: Planning staff recommends that the Planning Commission approve Case No. 2005-28 subject to conditions in the draft resolution.

Ms. Lay informed the Commission that the applicant, Mr. Rod Wilson of Electra-Media Inc., had requested to continue this item to the next meeting because they are still working with the property owner to satisfy his requirements pertaining to the proposed upgrade. Ms. Lay explained that since the July 20 meeting will be cancelled, staff is recommending that the item be continued to the next scheduled meeting on August 3 at 6:30 p.m. in the Council Chambers

Motion Commissioner Bertels moved that the Commission defer this item until the meeting of August 3. Chairman Turro seconded and the motion carried 4-0.

Commissioner Nguyen arrived at 6:45 p.m.

The Commission allowed residents to speak about Case No. 2005-28. The residents spoke in opposition expressing their concerns on visual, noise, and light pollution. Mr. Christian Bettenhausen explained that the statements received from the residents would not have any effect on the above entitled case as this was not a public hearing.

New Business There was no New business scheduled for review.

Old Business There was no Old Business scheduled for review.

Administrative Approvals The Commission received notification that the following cases were considered by the Planning Director. The action of the Planning Director becomes final unless the decisions are appealed to the Planning Commission or the Planning Commission requests further review.

- A. Case No. 2005-25 (Administrative Design Review) The applicant proposes to install two additional microwave antennas and relocate one microwave antenna behind an existing fully screened roof-mounted wireless communication facility on an existing office building.

DECISION: The decision was to approve the project subject to conditions.

- B. Case No. 2005-26 (Administrative Adjustment) The applicant proposes to construct a one-story family room addition with the rear yard setback reduced from the required 20 feet to 10 feet. With the addition, a 1,143-square-foot rear yard will remain. The total area of the room addition is 300 square feet.

DECISION: The decision was to approve the project subject to conditions.

The Commission received and filed the above items.

Reports and Comments:

Planning Director Ms. Lay mentioned she provided the Commission with a summary of planning activities from July 2002 to June 2005. Despite the limited number of staff, Ms. Lay pointed out that her staff had performed well because of their dedication and diligence to provide quality customer service to the public. She expressed her appreciation to the Commission and hoped they will continue to support staff and maintain high standards for Westminster. Lastly, Ms. Lay announced she was retiring from public service and wished the City would continue to prosper.

Commissioner Bertels stated he was not in favor of home business permits and felt that should not be allowed. Ms. Lay explained that since the Municipal Code cannot cover everything, some uses need to be individually evaluated. She also stated some City Council members have expressed concern over the negative effect certain types of businesses could have on the character of residential neighborhoods. To address these concerns, staff is recommending amending the Home Business code which will be considered by City Council at its July 13 Council meeting. She indicated that this will be an opportunity for the Commission to provide their input.

Council Review Items

There were no items reviewed by City Council during this reporting period.

City Attorney

Mr. Bettenhausen praised Ms. Lay for her diligence and hard work as Planning Director. He stated Ms. Lay was very easy to get along with and will be missed.

Planning Commissioners

Commissioner Krippner remarked that he is very appreciative of the Planning Division's efforts to serve as the frontline of control for changes in the City. He was very sorry to see Ms. Lay leave the City.

Commissioner Bertels indicated that additional staff is needed to work for code enforcement as more code violations continue to occur especially on weekends.

Commissioner Cruz thanked Ms. Lay for all her work the last three years and stated that she will be missed. He added that Planning staff has made the Commissioner's job easier.

Commissioner Nguyen expressed his gratitude and appreciation for Ms. Lay whom he felt had managed the Planning Division well. He added that she will be missed.

Chairman Turro concurred with his fellow Commissioners that Ms. Lay is truly appreciated and will be missed. He stated that Ms. Lay is very knowledgeable with her job and thanked her for all her work for the City.

Since most of the Commissioners will not be available to attend the second meeting of July, the Commission unanimously agreed to cancel the July 20 meeting and schedule the next meeting on August 3.

On behalf of the Planning Division, Mr. Steve Ratkay presented a basket of flowers and a City mug to Ms. Lay to show how much she is appreciated.

Adjournment

The meeting was adjourned at 7:15 p.m.

Respectfully submitted:

Maria Moya
Department Secretary