



**PLANNING COMMISSION
Minutes of the Regular Meeting
Council Chambers
8200 Westminster Boulevard
Westminster, CA 92683
August 6, 2014
6:30 p.m.**

1. ROLL CALL: NGUYEN, ANDERSON, HO, MANZO, LIEBERG

PRESENT: Nguyen, Anderson, Ho, Manzo, Lieberg
ABSENT: None

2. SALUTE TO FLAG:

Commissioner Lieberg led the salute to the flag.

**3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS
– None**

4. EX PARTE COMMUNICATIONS - None

5. SPECIAL PRESENTATIONS – None

6. ORAL COMMUNICATIONS – None

7. APPROVAL OF MINUTES – None

8. PUBLIC HEARINGS - None

9. REGULAR BUSINESS

9.1 Selection of members to the General Plan Advisory Committee (GPAC)

On July 23, 2014, the City Council established the formation of the General Plan Advisory Committee structure consisting of 21 members. The format of the GPAC includes two Planning Commissioners.

The selection process involves the self-selection of elected and appointed officials and confirmation by the Council.

RECOMMENDATION: That the Planning Commission self-select two members to serve on the GPAC.

Planning Manager Art Bashmakian presented a report addressing background, prior City Council study session and action to establish the formation of the

General Plan Advisory Committee (GPAC) consisting of twenty-one (21) members. The Committee will include two (2) Planning Commissioners and Mr. Bashmakian presented the recommendation that the Planning Commission self-select two (2) members to serve on the GPAC. He added that the information is tentatively scheduled to be provided to City Council on August 27, 2014, at which time, Council will confirm the appointments.

Discussion followed regarding application forms, the number of meetings to be held by the GPAC and meeting dates and times. It was noted that nothing has been established yet regarding dates and times of meetings but that there will be approximately ten (10) meetings. Typically, meetings will be held in the late afternoon or early evening hours.

Commissioner Nguyen nominated Vice Chair Anderson to serve on the GPAC. Members of the Commission concurred to have Vice Chair Anderson serve on the GPAC.

Chair Nguyen suggested drawing the name of the second Planning Commissioner to serve on the GPAC from those who indicated interest in doing so.

Commissioner Khan was chosen as the second Planning Commissioner to serve on the GPAC.

Chair Nguyen encouraged residents interested in serving on the GPAC to submit an application to the City Clerk's office prior to Friday, August 8, 2014, at 5:00 p.m.

10. REPORTS

10.1 Presentation on the City's development standards pertaining to the design of single family houses and interior access requirements.

The administration of various code sections related to the design of single family houses have many complications. Typically to achieve quality design, most cities have well-articulated design guidelines. Not having design guidelines for single family houses could be contributing to the challenge in administrating the current code.

The purpose of this agenda item is to facilitate a dialogue amongst the Commissioners and between the Commission and Staff and seek the opinion of the Commission if it would rather see staff develop well-articulated and user friendly guidelines, remove the above mentioned code section altogether and not adopt guidelines or some other alternative action.

RECOMMENDATION: That the Planning Commission receive Staff's presentation and provide direction to staff as appropriate

Planning Manager, Art Bashmakian provided a presentation on the City's development standards pertaining to the design of single-family houses and interior access requirements. He discussed the ordinance requirements that call for consistency in design to surrounding properties and compatibility with existing building but noted that challenges exist due to the lack of guidelines. He noted that due to the lack of clarity this often results in several rounds of review over this code section. He addressed the review process and reported that the City hired a consultant architect to review the ordinance and example projects to generate guidelines to help the City achieve quality projects and make the process easier for staff and applicants. He presented examples of proposed additions and new buildings and discussed the code issues which those projects raise regarding compatibility and lack of harmony in the design. Mr. Bashmakian noted that as a policy, projects which are a quality design, but are not consistent with the surrounding area may be approved. Since that policy is not in the code there is a potential for new staff planners who are unaware to require the design to be modified.

Discussion followed regarding existing guidelines for multi-family and commercial properties, addressing elements visible from the street, challenges with objectivity, requiring enhanced architectural elements for all elevations, the benefits of having design guidelines and standards and dealing with changes in design over the years.

11. MATTERS FROM THE PLANNING COMMISSION - None

11.1 AB 1234 Reports – None

12. ADJOURNMENT: At 7:37 p.m., Chair Nguyen adjourned the meeting to a Regular Meeting on Wednesday, August 20, 2014 at 6:30 p.m.

Khanh Nguyen
Chairman

Art Bashmakian
Planning Commission Secretary

Prepared by:

Art Bashmakian
Planning Commission Secretary