



**PLANNING COMMISSION
Minutes of the Regular Meeting
Council Chambers
8200 Westminster Boulevard
Westminster, CA 92683
February 15, 2017
6:30 p.m.**

1. PLANNING COMMISSION ROLL CALL:

BUI, MANZO, NGUYEN, RICE, AND VO

PRESENT: MANZO, NGUYEN, RICE, AND VO

ABSENT: BUI (Arrived at 6:33 PM)

STAFF PRESENT:

Steve Ratkay, Senior Planner; Amanda Acuna, Planning Technician; Sandie Kim, Assistant Planner; Christina Michaelis, Assistant Planner; Keith Collins, Assistant City Attorney; Soroosh Rahbari, Community Development Director; Margie Rice, Council Member; Shelley Dolney, Administrative Assistant.

2. SALUTE TO FLAG:

Commissioner Rice led the salute to the flag.

3. ELECTION OF CHAIR AND VICE CHAIR

Motion: It was moved by Commissioner Rice, and seconded by Commissioner Vo, to nominate Commissioner Manzo for Planning Commission Chair. The motion carried (4-0) with the following vote:

AYES: MANZO, NGUYEN, RICE, VO
NOES: NONE
ABSENT: BUI
ABSTAIN: NONE

Motion: It was moved by Chair Manzo, and seconded by Commissioner Vo, to nominate Commissioner Rice for Planning Commission Vice Chair. The motion carried (4-0) with the following vote:

AYES: MANZO, NGUYEN, RICE, VO
NOES: NONE
ABSENT: BUI
ABSTAIN: NONE

4. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS

Senior Planner Steve Ratkay stated there were no late communication items.

5. EX PARTE COMMUNICATIONS - None

6. SPECIAL PRESENTATIONS - None

7. ORAL COMMUNICATIONS - None

8. APPROVAL OF MINUTES – January 18, 2017

Motion: It was moved by Chair Manzo, and seconded by Vice Chair Rice, to approve the Planning Commission meeting minutes of January 18, 2017. The motion carried (5-0) with the following vote:

AYES: BUI, MANZO, NGUYEN, RICE, VO
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

9. PUBLIC HEARINGS - None

10. REGULAR BUSINESS - None

11. REPORTS

11.1 Presentation by the Assistant City Attorney regarding the roles and responsibilities of the Planning Commission

Keith Collins, Assistant City Attorney, provided a Power Point presentation to the Commission. He covered the following topics:

Political Reform Act (Conflicts of interest)
Campaign Contributions
Brown Act
Fair Process Requirements
Role of the Planning Commission
The Public Hearing Process
Exactions

Chair Manzo inquired about the relation of his company to projects within the City. Assistant City Attorney Collins responded that he should follow the four step analysis included in his presentation, referencing the California Code of Regulations, to determine if a conflict exists.

There were no additional Questions. The Commission thanked Assistant City Attorney Collins for his presentation.

11.2 Presentation by the Community Development Director regarding the Community Development Department and the City's development process

Soroosh Rahbari provided a presentation to the Commission. He covered the following topics:

- City Departmental Structure
- Community Development Departmental Structure
- Development Approval Process
- Community Development Entitlement Process
- Community Development Goals
- List of Current and Future Development Activities

Chair Manzo inquired about the status of digital project tracking, he stated that when he started as a Commissioner some cases came though where the applicant's permit had expired years before and he wondered how these permits slipped through the cracks. Community Development Director Rahbari stated the department is working towards improving project tracking; however, much of the tracking is resource dependent. He felt that the department will be able to track projects better with the recent additions in staffing.

The Commission thanked Community Development Director Rahbari for his presentation. Community Development Director Rahbari then thanked the Commission for the role they fill in supporting the City and the Department in the development process. He invited the Commission to visit City Hall for a tour of and an overview of department processes.

11.3 Presentation by the Senior Planner regarding the recently adopted General Plan

Senior Planner Steve Ratkay, provided a presentation to the Commission, providing an overview of the City's new General Plan, stating it was both a comprehensive and long range document that guides the physical development of the City for the next 20 years.

Senior Planner Ratkay stated General Plans are required by State Law to help the City make decisions about the right type of developments and land uses, adding the City is also required by State Law to have a finding that land use decisions are consistent with the General Plan.

12 MATTERS FROM THE PLANNING COMMISSION - None

12.1 AB 1234 Reports

Vice Chair Rice stated she went to the ethics training that was conducted by the City Attorney. Discussion ensued about the requirements to attend an ethics training session and the deadline to complete the training.

12.2 MATTERS FROM STAFF

Administrative Assistant Dolney informed the Commission that she will be in contact with the Commission via email to update contact information and order business cards as necessary.

Senior Planner Ratkay introduced the Planning Division staff present at the meeting. He congratulated the Planning Commission Chair and Vice Chair on their new positions. And, he welcomed Commissioner Bui to the Commission.

The rest of the Commission also welcomed Commissioner Bui to the Commission.

13. **ADJOURNMENT** – The meeting was adjourned at 7:36 p.m. to a regular meeting on Wednesday, March 1, 2017 at 6:30 p.m. in the City Council Chambers.

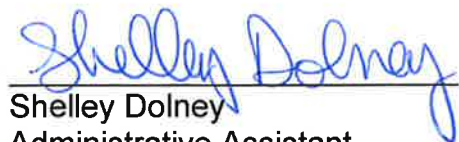


Anita Rice
Vice Chair



Brian Fisk
Planning Commission Secretary

Prepared by:



Shelley Dolney
Administrative Assistant