



**PLANNING COMMISSION
Minutes of the Regular Meeting
Administrative Conference Room
8200 Westminster Boulevard
Westminster, CA 92683
July 19, 2017
6:30 p.m.**

Chair Manzo convened the meeting at 6:30 p.m. in the memory of Amanda Jensen.

1. PLANNING COMMISSION ROLL CALL:

BUI, MANZO, A.NGUYEN, Q.NGUYEN, AND RICE

PRESENT: BUI, MANZO, A.NGUYEN, Q.NGUYEN, RICE

ABSENT: NONE

STAFF PRESENT:

Steven Ratkay, Acting Planning Manager; Christina Michaelis, Assistant Planner; Carrie Raven, Deputy City Attorney.

2. SALUTE TO FLAG:

Chair Manzo led the salute to the flag.

Chair Manzo asked those in attendance to observe a moment of silence in honor of Amanda Jensen, Westminster City Clerk, who passed away on July 16, 2017.

3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS

Acting Planning Manager Steven Ratkay reported there were no late communications.

4. EX PARTE COMMUNICATIONS - None

5. SPECIAL PRESENTATIONS - None

6. ORAL COMMUNICATIONS

There were no members of the public present to speak.

7. APPROVAL OF MINUTES – None

8. PUBLIC HEARINGS - None

9. REGULAR BUSINESS - None

10. REPORTS

10.1 Presentation by the Deputy City Attorney regarding resources available to the Planning Commission

Deputy City Attorney Carrie Raven provided some resources that have been distributed by the League of California Cities and some discussed other reference materials that may be useful. She covered the following topics:

- Ralph M. Brown Act
- Rosenberg's Rules of Order
- Roberts Rules of Order
- Conflict of Interest

11. MATTERS FROM THE PLANNING COMMISSION - None

11.1 AB 1234 REPORTS - None

11.2 MATTERS FROM STAFF

Discussion ensued about training, training budget, and various training opportunities.

Acting Planning Manager Steven Ratkay stated the two meetings in the month of August will be cancelled due to lack of items for Planning Commission review; he added there were items scheduled for the month of September.

12. ADJOURNMENT – The meeting was adjourned in the memory of Amanda Jensen at 7:53 p.m. to a regular meeting on Wednesday, September 6, 2017 at 6:30 p.m. in the City Council Chambers.



Steven Ratkay
Planning Commission Secretary



Carlos Manzo
Chairman

Prepared by:



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