



**PLANNING COMMISSION**  
**Minutes of the Regular Meeting**  
**Council Chambers**  
**8200 Westminster Boulevard**  
**Westminster, CA 92683**  
**April 4, 2018**  
**6:30 p.m.**

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**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, Planning Manager; Christopher Wong, Senior Planner; Michael Son, Administrative Assistant; Shelley Dolney, Administrative Assistant.

**2. SALUTE TO FLAG:**

Administrative Assistant Shelley Dolney led the salute to the flag.

**3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS**

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 wishing to speak during oral communications.

**7. APPROVAL OF MINUTES**

February 21, 2018, March 7, 2018, and March 21, 2018

**Motion: It was moved by Vice Chair Rice**, and seconded by Commissioner A. Nguyen to approve the February 21, 2018 minutes. The motion carried 5-0 with the following Vote:

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

NOES: NONE

ABSENT: NONE  
ABSTAIN: NONE

**Motion:** It was moved by Chair Manzo, and seconded by Vice Chair Rice to approve the March 7, 2018 minutes. The motion carried 5-0 with the following Vote:

AYES: BUI, MANZO, A. NGUYEN, Q. NGUYEN, RICE  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**Motion:** It was moved by Chair Manzo, and seconded by Vice Chair Rice to approve the March 21, 2018 minutes. The motion carried 5-0 with the following Vote:

AYES: BUI, MANZO, A. NGUYEN, Q. NGUYEN, RICE  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

**8. PUBLIC HEARINGS - None**

**9. REGULAR BUSINESS - None**

**10. REPORTS**

**10.1 An update from the Planning Division on division organization, current planning activity, and upcoming advanced planning projects**

**RECOMMENDATION:** that the Planning Commission receive and file this report.

Senior Planner Christopher Wong provided a Power Point presentation to the Commission.

The presentation covered the following topics:

- Purpose of Planning
- Advanced Planning and Advanced Planning Projects
  - Zoning Code Consistency
  - Sign Code Update
  - Accessory Dwelling Unit Ordinance
  - Park Fees for Residential Development
  - Westminster Mall Specific Plan
  - 2020 Census
  - OC Projections 2018

- Current Planning and Current Planning Projects
  - Staff Review
    - Signs and Banners
    - Room Additions
    - Fences and Walls
    - Minor Commercial Improvements
    - Business Licenses
    - Garage Sales
    - Zoning Letters
  - Director Review
    - Development Review Level 1
    - Zoning Clearance
  - Planning Commission Review
    - Conditional Use Permit
    - Tentative Maps
    - Variances
    - Development Review
  - City Council Review
    - General Plan
    - Specific Plan
    - Development Agreement
    - Zoning Map Amendment
    - Zoning Text Amendments
  
- Planning Division Organization

Chair Manzo inquired about the Sign Code Update and when it would come before the Commission again. Senior Planner Wong stated that the project is progressing behind the scenes and he believed it would return to the Commission in the fall.

Commissioner A. Nguyen asked for the cost of the residential development park fees. Planning Manager Ratkay stated that the park fee has not yet been determined. He added that only subdivided properties pay the park fee currently, but all residential developments will pay a park fee going forward. There was further discussion fee policies in other nearby cities.

Chair Manzo inquired if a specific plan speeds up the development process. Planning Manager Ratkay stated a specific plan is a zoning tool for a specific area, similar to a zoning code and allows the community to select specific uses for that specific area.

Vice Chair Rice inquired if there was a committee assigned to work on the Westminster Mall Specific Plan. Planning Manager Ratkay explained that the City is in the early stages of the project, adding that there will be a lot of community outreach and community meetings as the project progresses.

Commissioner Bui asked for an explanation of the Orange County Projections 2018. Planning Manager Ratkay covered the projections, agencies involved in the process, and the Planning Division's role in the process.

Chair Manzo asked about the requirements for painting on commercial buildings. Planning Manager Ratkay stated that painting alone does not trigger the need for a permit, but many commercial buildings also intend to do stucco work which will trigger a permit. Chair Manzo commented that he felt the Code should be amended so that color is more uniform and bright or neon colors would not be allowed, further commenting that it is difficult to enforce after the fact. Further discussion ensued regarding the Westminster Post Office and the repainting of the Westminster Center.

Discussion ensued about the project volume within the Planning Division, 2017 statistics, and current staffing levels.

Commissioner Bui inquired about Accessory Dwelling Units (ADUs) processing and if the volume of ADU applications has increased the workload. Senior Planner Wong and Planning Manager Ratkay explained that ADUs have not been fully tracked because the applicant has to go through an extensive process before building permits can be issued.

**Motion:** It was moved by Vice Chair Rice, and seconded by Chair Manzo to receive and file the report. The motion carried 5-0 with the following Vote:

AYES:	BUI, MANZO, A. NGUYEN, Q. NGUYEN, RICE
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

## **11. MATTERS FROM THE PLANNING COMMISSION**

Commissioner A. Nguyen asked that the staff contact list be updated with the recent additions in the Planning Division. Vice Chair Rice also asked that her contact email be updated. Administrative Assistant Dolney stated the contact information will be updated.

### **11.1 AB 1234 REPORTS - None**

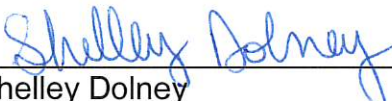
### **11.2 MATTERS FROM STAFF**

## **12. ADJOURNMENT – The meeting was adjourned at 7:05 p.m. to a regular meeting on Wednesday, April 18, 2018 at 6:30 p.m. in the City Council Chambers.**

  
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Carlos Manzo  
Chairman

  
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Steven Ratkay  
Planning Commission Secretary

Prepared by:

  
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Shelley Dolney  
Administrative Assistant II