



**PLANNING COMMISSION
Minutes of the Special Meeting
Council Chambers
8200 Westminster Boulevard
Westminster, CA 92683
April 3, 2019**

9:30 a.m. – Call to order at 9:34 a.m.

1. PLANNING COMMISSION ROLL CALL:

BUI, MANZO, Q.NGUYEN, AND RICE

PRESENT: M.NGUYEN, Q.NGUYEN, PHAM, SEID

ABSENT: MANZO

STAFF PRESENT:

Steven Ratkay, Planning Manager; Eddie Manfro, City Manager, Chester Simmons, Assistant City Manager/ Community Development Director; Christopher Wong, Senior Planner; Sandie Kim, Associate Planner; Alice Tieu, Assistant Planner; Memnon “Meme” Torio, Planning Technician; Zharfa Ranjbar, Planning Technician, Ivan Reyes-Garay, Planning Technician; Mark Teague, Planning Consultant; Baron Bettenhausen, Deputy City Attorney; Shelley Dolney, Senior Administrative Assistant.

2. SALUTE TO FLAG:

Commissioner M. Nguyen led the salute to the flag.

3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS

Planning Manager Steven Ratkay reported that a packet of study session materials had been prepared and submitted as late communication. He stated the materials were provided to the Commissioners and available to the public.

4. EX PARTE COMMUNICATIONS - None

5. SPECIAL PRESENTATIONS - None

6. ORAL COMMUNICATIONS - None

7. APPROVAL OF MINUTES – February 20, 2019

Motion: It was moved by Chair Q. Nguyen, and seconded by Commissioner M. Nguyen, to approve the Planning Commission meeting minutes of February 20, 2019, as presented. The motion carried (4-0) with the following vote:

AYES: M.NGUYEN, Q.NGUYEN, PHAM, SEID
NOES: MANZO
ABSENT: NONE
ABSTAIN: NONE

8. PUBLIC HEARINGS - None

9. REGULAR BUSINESS – None

10. REPORTS

The Planning Commission recessed at 9:38 a.m. to the City Council Conference Room for an open meeting covering the following item:

10.1 Study Session Related to Planning Law, Planning Processes and Planning Commission Functions.

City Manager Eddie Manfro and Assistant City Manager/Community Development Director Chester Simmons welcomed the Commissioners to the study session, stressed that the Planning Commission has a very important role in relation to the future look of the City, and thanked the Commissioners for their commitment and service.

Planning Consultant Mark Teague provided a PowerPoint presentation to the Commission. Planning Manager Steven Ratkay and Deputy City Attorney Baron Bettenhausen assisted by providing additional input on various sections of the presentation. The topics covered were:

- An overview of city government, including the roles of the public, staff, planning commissioners, city council, and legal counsel.
- An overview of the Community Development Department and its various functions.
- A discussion of general plans, specific plans, and zoning regulations.
- A discussion of development standards, design standards, and design guidelines.
- An overview of the City's development review process
- A discussion on best practices for holding a planning commission meeting.

The Planning Commission reconvened the meeting at 1:58 p.m. in the City Council Chambers.

ROLL CALL – MANZO, M. NGUYEN, Q. NGUYEN, PHAM, SEID

PRESENT: M. NGUYEN, Q. NGUYEN, PHAM, SEID
ABSENT: MANZO

11. MATTERS FROM THE PLANNING COMMISSION - None

11.1 AB 1234 Reports - None

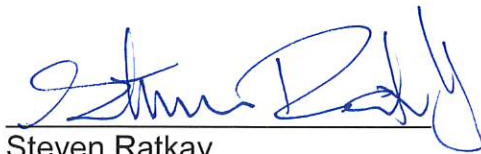
12. MATTERS FROM STAFF

Planning Manager Steven Ratkay stated that the Public Cable Television Authority (PCTA) would be coming by for introductions and to provide microphone etiquette after today's meeting concludes. He added that the PCTA will be involved in recording future Planning Commission meetings.

13. ADJOURNMENT – The special meeting was adjourned at 2:01 p.m. to a regular meeting on Wednesday, April 17, 2019 at 6:30 p.m. in the City Council Chambers.

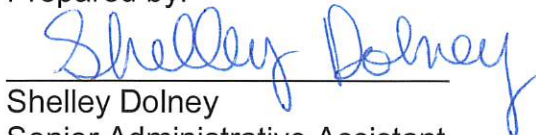


Quynh-Giao Nguyen
Planning Commission Chair



Steven Ratkay
Planning Commission Secretary

Prepared by:



Shelley Dolney
Senior Administrative Assistant