



**PLANNING COMMISSION**  
**Minutes of the Regular Meeting**  
**Council Chambers**  
**8200 Westminster Boulevard**  
**Westminster, CA 92683**  
**September 18, 2019**  
**6:30 p.m.**

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**1. PLANNING COMMISSION ROLL CALL:**

**MANZO, M.NGUYEN, Q.NGUYEN, PHAM, SEID**

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

ABSENT: NONE

**STAFF PRESENT:**

Steven Ratkay, Planning Manager; Christopher Wong, Senior Planner; Sandie Kim, Associate Planner; Alexa Smittle, Economic Development Manager; Adolfo Ozaeta, City Traffic Engineer; Baron Bettenhausen, Deputy City Attorney; Michael Son, Administrative Assistant II; Shelley Dolney, Senior Administrative Assistant.

**2. SALUTE TO FLAG:**

Chair Q. Nguyen led the salute to the flag.

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

Planning Manager Steven Ratkay reported there was one late communication related to the agenda adjournment date being revised.

**4. EX PARTE COMMUNICATIONS - None**

**5. SPECIAL PRESENTATIONS**

**Affordable Housing Special Presentation**

**Presented by: Alexa Smittle, Economic Development Manager**

Economic Development Manager Alexa Smittle provided an affordable housing PowerPoint presentation to the Commission; she was assisted by Grants and Housing Administrative Assistant II, Michael Son.

**6. ORAL COMMUNICATIONS- None**

**7. APPROVAL OF MINUTES – August 21, 2019**

**Motion:** It was moved by Commissioner Manzo, and seconded by Vice Chair Seid, to approve the Planning Commission meeting minutes of August 21, 2019, as presented. The motion carried (5-0) with the following vote:

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

## 8. PUBLIC HEARINGS

### 8.1 Case No. 2019-075 (Conditional Use Permit and Administrative Use Permit)

**Location:** 7200-7250 Hazard Avenue (Assessor's Parcel Number 096-481-05)

**Applicant:** Justin Taylor

**Project Planner:** Christopher Wong, Senior Planner

**PROJECT DESCRIPTION:** A request for a Conditional Use Permit to establish a movement arts studio on an industrially zoned property, and an Administrative Use Permit to allow the existing and proposed land uses to meet parking requirements by sharing the same off-street parking facilities.

**CEQA COMPLIANCE:** The proposed project has been reviewed pursuant to the California Environmental Quality Act (CEQA) and requirements of the City and has been found to be exempt per Class 1 (Section 15301 Existing Facilities of the CEQA Guidelines), since the project pertains to the operation of existing private structures involving negligible or no expansion of existing or former use.

**RECOMMENDATION:** That the Planning Commission adopt a resolution entitled, "A Resolution of the Planning Commission of the City of Westminster Approving Case No. 2019-075, which involves a Conditional Use Permit to allow the establishment of a movement arts studio in a tenant space located at 7220 Hazard Avenue (Assessor's Parcel Number 096-481-05), and an Administrative Use Permit to allow more than two nonresidential uses to meet parking requirements by sharing the same off-street parking facilities on property located at 7200-7250 Hazard Avenue (Assessor's Parcel number 096-481-05)."

Senior Planner Christopher Wong provided a presentation to the Commission.

Commissioner Manzo inquired if the on-street parking was considered during the parking study as he was concerned that the facility may over burden the on-site parking. City Traffic Engineer Adolfo Ozaeta explained that only on-site parking was considered for analysis during the study; adding that the report mentions there are also ten (10) on-street parking overflow spaces if a need were to arise. He stated the parking demand was monitored in fifteen (15) minute increments and the parking needs by the various uses on-site were considered in conjunction with the new business need; adding the data was using real world on-site data for the analysis for the parking study, so it was much more than an estimate.

CHAIR Q. NGUYEN OPENED THE PUBLIC HEARING AND ASKED THOSE IN FAVOR TO SPEAK.

Justin Taylor, project applicant, offered that he agreed with all the proposed conditions and was really excited to bring a really cool family based activity to the City of Westminster. He stated he was available for questions.

Chair Q. Nguyen asked to clarify the class size, ages of patrons, and maximum patron activity. Mr. Taylor responded that two classes were planned with a maximum of six students in each class; adding that a majority of students are dropped off for class. He stated they cater to patrons of all ages.

THERE BEING NO OTHER SPEAKERS, CHAIR Q. NGUYEN CLOSED THE PUBLIC HEARING.

Vice Chair Seid, Commissioner Manzo, and Commissioner Pham indicated their favor for the project and shared positive comments about the project.

**Motion:** It was moved by Commissioner Manzo, and seconded by Chair Q. Nguyen to approve Case No. 2019-075, a Conditional Use permit as conditioned located at 7220 Hazard Avenue, and an Administrative Use Permit as conditioned for property located at 7200-7250 Hazard Avenue. The motion carried (5-0) with the following vote:

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

## 9. REGULAR BUSINESS

### 9.1 Case No. 2019-096 (Certificate of Compliance)

**Location:** 14432 Olive Street (Assessor's Parcel Number 096-142-12)

**Applicant:** Jack Lee

**Project Planner:** Sandie Kim, Associate Planner

**PROJECT DESCRIPTION:** A request for a Certificate of Compliance to waive the requirement for recording a final parcel map.

**CEQA COMPLIANCE:** The proposed project has been reviewed pursuant to the California Environmental Quality Act (CEQA) and requirements of the City of Westminster, and has been deemed to be Categorically Exempt from CEQA per Section 15315 (Minor Land Divisions) Class15. This Class consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and

zoning, no variances or exceptions are required, all services and access to the parcels to local standards are available, the parcel was not involved in a division of a larger parcel with the previous two years, and the parcel does not have an average slope greater than 20 percent. The proposed project meets the criteria for Class 15 exemption.

**RECOMMENDATION:** That the Planning Commission adopt a resolution entitled, "A Resolution of the Planning Commission of the City of Westminster Approving Case No. 2019-096, pertaining to land division of properties identified as 14422 Olive Street and 14432 Olive Street, and issuing a Certificate of Compliance (waiver from recording a final parcel map) for property located at 14432 Olive Street (Assessor's Parcel Number 096-142-12)"

Associate Planner Sandie Kim provided a presentation to the Commission.

Commissioner Manzo inquired if the project had been assessed to comply with the Subdivision Map Act and the Subdivision Ordinance. Associate Planner Kim stated the project complies and is qualified for a Certificate of Compliance to complete the subdivision with the County of Orange.

Ben Dinh, property owner, stated he was present to request a Certificate of Compliance for the property and was present to answer any questions.

**Motion:** It was moved by Commissioner Q. Nguyen, and seconded by Commissioner Seid to approve Case No. 2019-096 pertaining to land division of properties and issuing a certificate of compliance. The motion carried (5-0) with the following vote:

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

**10. REPORTS - None**

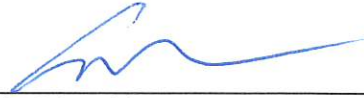
**11. MATTERS FROM THE PLANNING COMMISSION - None**

**11.1 AB 1234 Reports**

**12. MATTERS FROM STAFF**

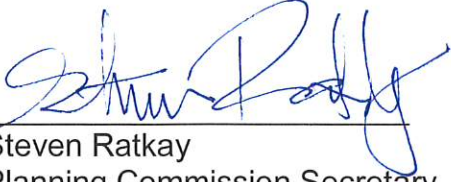
Planning Manager Ratkay thanked the Planning Commission for the work they do for the community.

**13. ADJOURNMENT – The meeting was adjourned at 7:28 p.m. to a regular meeting on Wednesday, October 2, 2019 at 6:30 p.m. in the City Council Chambers.**



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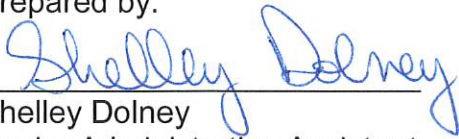
Quynh-Giao Nguyen  
Planning Commission Chair



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Steven Ratkay  
Planning Commission Secretary

Prepared by:



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Shelley Dolney  
Senior Administrative Assistant