



**CITY COUNCIL AND PLANNING COMMISSION  
JOINT STUDY SESSION  
Minutes of the Special Meeting  
Teleconference/Web Conference Only  
8200 Westminster Boulevard  
Westminster, CA 92683  
February 10, 2021  
5:00 p.m.**

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**CALL TO ORDER: MAYOR TA CALLED THE JOINT MEETING TO ORDER AT 5:05 PM.**

**ROLL CALL:**

**CITY COUNCIL: TA, NGUYEN, DO, HO, MANZO**

**PRESENT: TA, NGUYEN, HO, MANZO**  
**ABSENT: DO (Arrived at 5:38 PM)**

**PLANNING COMMISSION: ANDERSON, M. NGUYEN, Q. NGUYEN, PHAM, SEID**

**PRESENT: ANDERSON, M. NGUYEN, Q. NGUYEN, PHAM, SEID**  
**ABSENT: NONE**

**STAFF PRESENT:**

Alexa Smittle, Community Development Director; Christine Cordon, City Clerk/ Communications Director; Steve Ratkay, Planning Manager; Sandie Kim, Associate Planner; Michael Son, Housing Specialist; Shelley Stevens, Senior Administrative Assistant; Abigail Y. Alcala, Assistant City Clerk; Tanya Ramirez, Administrative Assistant; Christian Bettenhausen, Assistant City Attorney.

**CONSULTANTS PRESENT:**

Amanda Tropiano, Principal Planner with De Novo Planning  
Megan Thorne, Senior Planner with De Novo Planning

**REPORT FROM CITY CLERK: NONE**

## **1. ORAL COMMUNICATIONS**

Terry Rains, Westminster resident, offered information about the Regional Housing Needs Assessment (RHNA) requirement for the City of Westminster. She felt the extremely low and very low income demographic was not realistic in the allocation. She suggested that more partnerships be formed with developers to provide rental units to residents based on tenant income.

Jodi Boyd, Westminster resident, offered that new housing units will give the City a facelift and has the potential of providing lower rents to residents as additional units are built. She added, by leveraging the grants, the funding, and the developers that we need, the City will be able to achieve their housing goals.

## **2. PRESENTATION ON HOUSING ELEMENT UPDATE**

Alexa Smittle, Community Development Director, provided an introduction to the Housing Element Update presentation. She explained that the Housing Element is a component of the General Plan, but it has a separate update cycle requiring an update every eight years.

Amanda Tropiano, Principal Planner with De Novo Planning, provided a PowerPoint presentation to the City Council members and Planning Commission members. The presentation included:

- Project Timeline
- Affordability and Availability of Housing
- Housing Types – Scale
- Our Role in Regional Housing
- Community Involvement and Feedback
- Site Identification and Suitability Criteria
- Next Steps – Housing Element Update is Due October 15, 2021

Council Member Manzo, Council Member Ho, and Planning Commissioner Anderson inquired about the following:

- Shared housing model found on the Housing and Urban Development (HUD) website and if it might be a solution to satisfy the RHNA housing units allocated to the City.
- The use of accessory dwellings to meet RHNA housing units allocated.
- The role of City owned sites in meeting the RHNA housing units allocated.
- If homelessness will be addressed with the RHNA housing units allocated.

## **3. ADJOURNMENT**

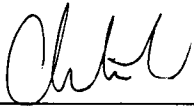
The special joint meeting of the City Council and Planning Commissioner was adjourned at 5:52 PM.



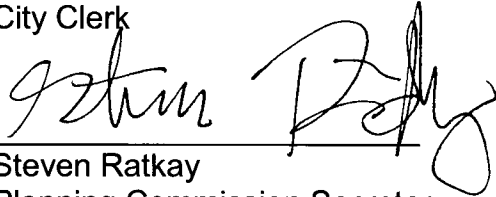
Tri Ta  
Mayor/Chair



Quynh-Giao Nguyen  
Planning Commission Chair



Christine Cordon  
City Clerk



Steven Ratkay  
Planning Commission Secretary

Prepared by:



Shelley Stevens  
Senior Administrative Assistant

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