

**QUYNH-GIAO NGUYEN**  
Chair

**WESTON SEID**  
Vice Chair

**MARK NGUYEN**  
Commissioner

**NGUYET PHAM**  
Commissioner

**VACANT**  
Commissioner



# **AGENDA**

## **PLANNING COMMISSION**

### **Regular Meeting**

**Wednesday, January 20, 2021**

**6:30 p.m. – Via Teleconference/Web Conference Only**

**8200 WESTMINSTER BOULEVARD  
WESTMINSTER, CALIFORNIA 92683**

In an effort to protect public health and prevent the spread of coronavirus (COVID-19), the City of Westminster encourages the public to view this Planning Commission meeting on the television or online. The Council Chambers will be closed to adhere to guidelines for practicing safe social distancing and within the guidelines for gatherings.

If you need special assistance to participate in this meeting, including interpretation, please contact the Planning Division at (714) 548-3247. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 American Disabilities Act Title II)

Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda is available for public inspection on the City's website at [https://www.westminster-ca.gov/our\\_city/depts/cd/planning/commission/default.asp](https://www.westminster-ca.gov/our_city/depts/cd/planning/commission/default.asp).

## **SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19) AND ATTENDANCE AT PUBLIC MEETINGS**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of the Executive order N-25-20 Issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that some or all of the Westminster City Planning Commission Members will participate in meetings via teleconference.

### **MEETINGS**

Regular Meetings of the Planning Commission are held the first and third Wednesday of each month at the hour of 6:30 p.m. Agenda items that are not in process by 10:30 p.m. may be carried over to the next regular meeting of the Planning Commission.

### **AGENDA INFORMATION**

The agenda contains a brief general description of each item to be considered. The agenda and supporting documentation are available for public review no later than 72 hours prior to the meeting. The agenda can be accessed on the City's web site at [https://www.westminster-ca.gov/our\\_city/depts/cd/planning/commission/default.asp](https://www.westminster-ca.gov/our_city/depts/cd/planning/commission/default.asp).

### **ATTENDANCE AND PARTICIPATION BY THE PUBLIC**

**IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19, IN LIEU OF ATTENDING THE MEETING, MEMBERS OF THE PUBLIC MAY VIEW THE MEETING LIVE IN ONE OF THE FOLLOWING WAYS:**

- [City of Westminster Streaming Video Online](#)
- Westminster WTV: Spectrum Channel 3, Frontier FiOS Channel 42, and AT&T U-Verse Channel 99

**To view the meeting via Zoom, please visit: <https://us02web.zoom.us/j/83543653094>**

Or iPhone one-tap:

- US: +16699009128,,83543653094# or +12532158782,,83543653094#
- Or Telephone:
  - Dial (for higher quality, dial a number based on your current location):
  - US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592
- **Webinar ID: 835 4365 3094**
- International numbers available: <https://us02web.zoom.us/j/83543653094>

**MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE PLANNING COMMISSION FOR COMMENTS DURING ORAL COMMUNICATIONS OR COMMENTS DURING AN OPEN PUBLIC HEARING MAY SUBMIT COMMENTS IN WRITING THROUGH E-MAIL UP TO 24 HOURS PRIOR TO THE MEETING:**

- Please submit the e-mails to the following e-mail address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov)
- Comments received via the Westminster Planning Commission Comments E-Mail within 24 hours prior to the meeting will be read into the record during oral communications or read into the record during an open public hearing. Any comments containing words of profanity, obscenity, or discriminatory language will be removed.
- Your comments will become part of the official meeting record. You must provide your full name, please do not provide any other personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.
- Use the following link to view written comments: [https://www.westminster-ca.gov/our\\_city/depts/cd/planning/commission/late\\_communication\\_written\\_comments.asp](https://www.westminster-ca.gov/our_city/depts/cd/planning/commission/late_communication_written_comments.asp)

**IN LIEU OF WRITTEN COMMENTS, MEMBERS OF THE PUBLIC WHO WISH TO VERBALLY ADDRESS THE PLANNING COMMISSION DURING ORAL COMMUNICATIONS OR THE PUBLIC HEARING MAY SUBMIT A REQUEST TO SPEAK FORM PRIOR TO THE BEGINNING OF THE MEETING:**

- Use the following form to request to speak: [Request to Speak Form](#)  
(Click the link to access this form. Please use this form if you wish to speak during Oral Communications or during the Public Hearing).
- Once you have filled out the above form. Please submit the form to the following email address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov)
- Speakers must attend the Planning Commission meeting via Zoom in order to speak to the Planning Commission. When your name is called, please press the "Raise Your Hand" button and wait for the Planning Commission Clerk to enable your microphone.
- When your microphone is activated, please state your name and city of residence for the record.

All meetings of the Planning Commission shall be open and public. Agendas for the Planning Commission meetings provide the public an opportunity to directly address the Planning Commission on items of interest to the public that are within the subject matter jurisdiction of the Planning Commission on any agenda items. NO action may be taken on items not listed on the agenda unless authorized by law.

**WEBSITE/TELEVISED MEETING SCHEDULE**

Regular Planning Commission meetings are broadcast live on Westminster Cable Channel 3 and REBROADCAST on Tuesday at 7:00 p.m. and Thursday at 7:00 p.m. The City's Website provides information about viewing live and archived Planning Commission meetings. If you have internet access, you can follow the meeting live with a video stream on your computer at the following link: [Meeting Broadcast](#)

# AGENDA

January 20, 2021

6:30 P.M.

## CONVENE PLANNING COMMISSION MEETING

1. ROLL CALL – M. NGUYEN, Q. NGUYEN, PHAM, SEID
2. SALUTE TO FLAG
3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS
4. EX PARTE COMMUNICATIONS

THIS SECTION IS INTENDED TO ALLOW ALL OFFICIALS THE OPPORTUNITY TO REVEAL ANY DISCLOSURE REGARDING SITE VISITS OR EX PARTE COMMUNICATION ABOUT THE PUBLIC HEARING AND REGULAR BUSINESS ITEMS.

5. SPECIAL PRESENTATIONS - None
6. ORAL COMMUNICATIONS

MEMBERS OF THE PUBLIC MAY ADDRESS THE COMMISSION ON MATTERS OF PUBLIC INTEREST, WHICH PERTAIN TO THE CITY AND ARE NOT OTHERWISE ON THE AGENDA. MEMBERS OF THE PUBLIC WISHING TO ADDRESS PUBLIC HEARING ITEMS SHALL DO SO AT THE TIME OF THE PUBLIC HEARING.

MEMBERS OF THE PUBLIC MAY SUBMIT WRITTEN COMMENTS FOR ORAL COMMUNICATIONS BY SUBMITTING COMMENT THROUGH E-MAIL UP TO 24 HOURS PRIOR TO THE MEETING:

- Please submit the e-mails to the following e-mail address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov)
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- Your comments will become part of the official meeting record. You must provide your full name, please do not provide any other personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.
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MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE PLANNING COMMISSION DURING ORAL COMMUNICATIONS MAY SUBMIT A REQUEST TO SPEAK FORM BEFORE THE START OF THE PLANNING COMMISSION MEETING:

- Use the following form to request to speak during the meeting: [Request to Speak Form](#) (Click the link to access this form).
- Once you have filled out the above form. Please submit the form to the following email address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov)
- Speakers must attend the Planning Commission meeting via Zoom to speak to the Planning Commission. When your name is called, please press the “Raise Your Hand” button and wait for the Planning Commission Clerk to enable your microphone.
- Please state your name and City of residence for the record.

## 7. APPROVAL OF MINUTES – [December 16, 2020](#)

## 8. PUBLIC HEARINGS

**DUE TO COVID-19 RESTRICTIONS, CHANGES HAVE BEEN MADE TO THE PUBLIC HEARING PROCESS IN ORDER TO ENSURE MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY.**

**ANYONE WISHING TO COMMENT ON AN OPEN PUBLIC HEARING MAY PARTICIPATE IN ONE OF TWO WAYS:**

- 1) SUBMIT COMMENTS IN WRITING THROUGH THE PLANNING COMMISSION E-MAIL UP TO 24 HOURS PRIOR TO THE MEETING
  - Please submit the e-mails to the following email address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov)
  - Comments received via the Westminster Planning Commission Comments E-Mail within 24 prior to the meeting will be read into the record during an open public hearing. Any comments containing words of profanity, obscenity, or discriminatory language will be removed.
  - Your comments will become part of the official meeting record. You must provide your full name, please do not provide any other personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.
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- 2) SUBMIT A SPEAKER REQUEST PRIOR TO THE BEGINNING OF THE PLANNING COMMISSION MEETING.
  - Use the following form to request to speak during the meeting:  
[Request to Speak Form](#) (Click the link to access this form).
  - Once you have filled out the above form. Please submit the form to the following email address: [WMPCcomments@westminster-ca.gov](mailto:WMPCcomments@westminster-ca.gov).
  - Speakers must attend the Planning Commission meeting via Zoom in order to speak to the Planning Commission. When your name is called, please press the “Raise Your Hand” button and wait for the Planning Commission Clerk to enable your microphone.
  - When your microphone is activated, please state your name and city of residence for the record.

**AFTER THE PUBLIC HEARING IS OPENED, THE APPLICANT OR APPLICANT’S DESIGNEE WILL BE ALLOWED THE OPPORTUNITY TO SPEAK FIRST AND WILL BE PROVIDED TWELVE (12) MINUTES TO SPEAK. THEREAFTER, EACH SPEAKER WHO HAS SUBMITTED A REQUEST TO SPEAK FORM WILL BE CALLED ONE AT A TIME AND WILL BE PROVIDED FIVE (5) MINUTES TO SPEAK. AN OPPORTUNITY FOR COMMENT WILL BE PROVIDED TO ALL REMAINING ATTENDEES PRESENT AT THE MEETING, WHO HAVE NOT YET SPOKEN, AND WILL BE PROVIDED FIVE (5) MINUTES TO SPEAK. THEREAFTER, E-MAILED COMMENTS RECEIVED 24 HOURS PRIOR TO THE MEETING WILL BE READ INTO THE RECORD. AFTER ALL COMMENTS, THE APPLICANT OR APPLICANT’S DESIGNEE WILL BE PROVIDED FIVE (5) MINUTES FOR REBUTTAL.**

**EXCEPT FOR THE APPLICANT OR THE APPLICANT’S DESIGNEE, EACH ATTENDEE MAY ONLY SPEAK ONCE, UNLESS CALLED UPON BY THE COMMISSION TO ANSWER ADDITIONAL QUESTIONS DURING THE PUBLIC HEARING. THE PLANNING COMMISSION MAY USE ITS DISCRETION TO ALLOW A SPEAKER TO EXCEED THE ALLOTTED TIME.**

**IN ORDER TO BE RECOGNIZED, ALL ATTENDEES WILL PRESS THE “RAISE YOUR HAND BUTTON,” EITHER ONCE THEIR NAME IS CALLED FROM A PREVIOUSLY SUBMITTED REQUEST TO SPEAK FORM, OR, WHEN PROVIDED AN OPPORTUNITY AFTER ALL REQUEST TO SPEAK FORMS HAVE BEEN PROCESSED. IF NO HANDS ARE RAISED AT THE TIME PROVIDED DURING THE PUBLIC HEARING, THE OPPORTUNITY TO SPEAK WILL BE CONCLUDED.**

**AFTER BEING CALLED, THE PLANNING COMMISSION CLERK WILL ACTIVATE YOUR MICROPHONE. ONCE YOUR MICROPHONE IS ACTIVE, PLEASE STATE YOUR NAME AND CITY OF RESIDENCE FOR THE RECORD PRIOR TO PROVIDING YOUR COMMENTS.**

# AGENDA

January 20, 2021

## 8.1 Case No. 2019-157 (Conditional Use Permit, Conditional Use Permit Amendment, Development Review, and Variance)

**Location:** 5992 Westminster Boulevard (Assessor's Parcel Number 195-141-01)

**Applicant:** Travis Companies, Inc.

**Project Planner:** Alice Tieu, Associate Planner

### Staff Report and Attachment

**PROJECT DESCRIPTION:** A proposal to demolish an existing service station with a kiosk convenience store and reconstruct a new 1,960-square-foot convenience store and service station, a request to allow off-sale beer and wine, and request for a variance from the minimum required rear yard setback.

**CEQA COMPLIANCE:** The proposed project has been reviewed pursuant to the California Environmental Quality Act (CEQA) and the requirements of the City and has been found to be exempt per Class 32 (Section 15332 In-Fill Development of the CEQA Guidelines), based on the following:

- a) The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations.
- b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
- c) The project site has no value as habitat for endangered, rare or threatened species.
- d) Approval of the project would not result in any significant impact relating to traffic, noise, air quality, or water quality.
- e) The site can be adequately served by all required utilities and public services.

A Notice of Exemption Supplemental Information document that evaluates the proposed project in detail and establishes the findings for how this project meets the requirement for an In-Fill Development Class 32 Exemption under the CEQA guidelines is attached to the proposed resolution.

Staff report

Planning Commission questions of staff

### **Open Public Hearing**

Applicant or Designee to comment

Remaining speakers, who have submitted a request to speak, to now comment

Attendees, who have not previously commented, may do so now

Any written comments regarding public hearing are read into the record

# AGENDA

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Rebuttal by Applicant or Designee

## **Close Public Hearing**

Planning Commission deliberation and/or comments

Planning Commission action

**RECOMMENDATION:** Staff recommends that the Planning Commission postpone the public hearing to its February 17, 2021, regular meeting, as requested by the applicant.

**9. REGULAR BUSINESS - None**

**10. REPORTS - None**

**11. MATTERS FROM STAFF**

**12. MATTERS FROM THE PLANNING COMMISSION – INCLUDING AB1234 REPORTS WHEN REQUIRED**

**13. ADJOURNMENT – TO A REGULAR MEETING ON WEDNESDAY, FEBRUARY 3, 2021, AT 6:30 PM.**

DECLARATION: This agenda was posted on the Bulletin Board outside of the Council Chambers, where completely accessible to the public, at least 72 hours in advance of the Planning Commission meeting.

/S/Shelley Stevens, Senior Administrative Assistant