

**WESTON SEID**  
Chair

**VACANT**  
Vice Chair

**QUYNH-GIAO NGUYEN**  
Commissioner

**NGUYET PHAM**  
Commissioner

**DON ANDERSON**  
Commissioner



# **AGENDA**

## **PLANNING COMMISSION**

### **Regular Meeting**

**Wednesday, September 15, 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/departments/community-development/planning-division/planning-commission/late-communication-written-comments>

## **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/departments/community-development/planning-division/planning-commission/agendas-minutes>.

### **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/81261705616>**

Or iPhone one-tap:

- US: +16699009128,,81261705616# or +12532158782,,81261705616#
- 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 +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799
- **Webinar ID: 812 6170 5616**
- International numbers available: <https://us02web.zoom.us/j/81261705616>

**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/departments/community-development/planning-division/planning-commission/late-communication-written-comments>

**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

September 15, 2021

6:30 P.M.

## CONVENE PLANNING COMMISSION MEETING

1. ROLL CALL – ANDERSON, Q. NGUYEN, PHAM, SEID
2. SALUTE TO FLAG
3. ELECTION OF VICE CHAIR
4. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS
5. 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.

6. SPECIAL PRESENTATIONS - None
7. 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)
- 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. 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/departments/community-development/planning-division/planning-commission/late-communication-written-comments>

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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.

## 8. APPROVAL OF MINUTES - None

## 9. 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.
- 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).

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- 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.**

## **9.1 Case No. 2020-1033 (Conditional Use Permit and Variance)**

**Location:** 7130 Fenwick Lane

**Assessor’s Parcel Numbers:** 096-521-10 and 096-521-15

**Applicant:** Outdoor Associates, LLC

**Project Planner:** Lemessis Quintero, Contract Planner

**[Staff Report and attachments 1-12](#)**

**[Attachments 13-14 \(plans and simulations\)](#)**

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**PROJECT DESCRIPTION:** A proposal to install and operate a digital display billboard with two sign faces arranged in a V-shape that are both oriented towards the Interstate-405 (I-405) freeway. The overall height of the proposed billboard is 55 feet. Therefore, the applicant is also requesting a Variance to allow the billboard to exceed the 35-foot maximum height limit (Section 17.330.050C of the Westminster Municipal Code).

**CEQA COMPLIANCE:** The proposed project The proposed project has been reviewed by the City's environmental consultant, Hodge Associates, Inc., pursuant to the California Environmental Quality Act (CEQA) and the requirements of the City of Westminster and has been deemed to be Categorically Exempt per Section 15061(b)(3); Class 11, Section 15311; and Class 32, Section 15332 of the CEQA Guidelines because the project:

1. Is covered by the common sense exemption where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment;
2. Is accessory to (appurtenant to) existing industrial facilities, which have available all necessary public services and facilities, and are not located in an environmentally sensitive area; and
3. Consists of a project that is characterized as in-fill development and meets the five qualifying conditions for in-fill development.

Supplemental information pertaining to the CEQA Notice of Exemption is attached for reference (Attachment No. 10).

**RECOMMENDATION:** Staff recommends that the Planning Commission consider the requested Conditional Use Permit and Variance and either approve or deny the applicant's requests by adopting one of the two following resolutions.

- 1) "A Resolution of the Planning Commission of the City of Westminster Approving Case No. 2020-1033, Which Involves a Request for a Conditional Use Permit to Allow the Installation of an Electronic Billboard with Changeable Message Technology and a Variance to Allow the Billboard to Exceed the Maximum 35-Foot Height Limit on Property Located at 7130 Fenwick Lane (Assessor's Parcel Numbers 096-521-10 and 096-521-15)"; or
- 2) "A Resolution of the Planning Commission of the City of Westminster Denying Case No. 2020-1033, Which Involves a Request for a Conditional Use Permit to Allow the Installation of an Electronic Billboard with Changeable Message Technology and a Variance to Allow the Billboard to Exceed the Maximum 35-Foot Height Limit on Property Located at 7130 Fenwick Lane (Assessor's Parcel Numbers 096-521-10 and 096-521-15)"

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## 9.2 Case No. 2021-0136 (Zone Text Amendment)

**Location:** Citywide where residential properties are developed with ADUs and JADUs

**Applicant:** City of Westminster

**Project Planner:** Fernanda Arias, Planning Technician

### Staff Report and Attachments

**PROJECT DESCRIPTION:** An ordinance amending the Westminster Municipal Code to increase the maximum driveway width by five feet to facilitate three off-street parking spaces for residential properties developed with Accessory Dwelling Units (ADU) or Junior Accessory Dwelling Units (JADU).

**CEQA COMPLIANCE:** The proposed project has been reviewed pursuant to the CEQA and has been found to be exempt per Class 5 (Section 15305 for Minor Alterations in Land Use Regulations). The project makes minor changes to residential parking layout standards and guidelines by allowing driveways to be five feet wider on properties developed with an ADU and/or a JADU, and will not result in any negative environmental impact. Additionally, the proposed minor zoning text amendment will not result in the construction of new structures.

**RECOMMENDATION:** Staff recommends that the Planning Commission adopt a resolution entitled, "A Resolution of the Planning Commission of the City of Westminster Recommending that the Mayor and City Council Adopt an Ordinance Amending Section 17.300.020(D)(2) of the Westminster Municipal Code to allow driveways to expand an additional five feet in width for parcels developed with an Accessory Dwelling Unit or a Junior Accessory Dwelling Unit."

## 10. REGULAR BUSINESS - None

## 11. REPORTS - None

## 12. MATTERS FROM STAFF

## 13. MATTERS FROM THE PLANNING COMMISSION – INCLUDING AB1234 REPORTS WHEN REQUIRED

## 14. ADJOURNMENT – TO A REGULAR MEETING ON WEDNESDAY, OCTOBER 6, 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