

KHANH NGUYEN
Chairman

JAMES PHAM
Vice Chairman

JOSEPH NGO
Commissioner

ANDY NGUYEN
Commissioner

VACANT
Commissioner



AGENDA

TRAFFIC COMMISSION

REGULAR MEETING

August 29, 2023

6:00 p.m. Council Chambers

8200 WESTMINSTER BOULEVARD
WESTMINSTER, CALIFORNIA 92683

If you need special assistance to participate in this meeting, please contact the Public Works/Engineering Department at (714) 548-3243. 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)

NOTE: Any writings or documents provided to a majority of the Traffic Commission regarding any item on this agenda is available for public inspection at the public counter at City Hall located at 8200 Westminister Boulevard, Westminister, CA during normal business hours.

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AGENDA INFORMATION
MEETINGS

Regular Meetings of the Traffic Commission are held the last Tuesday of each month at the hour of 6:00 p.m. While in the City Council Chamber, please turn off all cellular phones and pagers.

AGENDA INFORMATION

The agenda contains a brief general description of each item to be considered. The agenda and supporting documentation is available for public review at the entryway of the Council Chambers prior to the meeting. On the Friday prior to the meeting, the agenda can be accessed on the City's web site at <https://www.westminster-ca.gov/government/boards-commissions-committees/traffic-commission>

ATTENDANCE AND PARTICIPATION BY THE PUBLIC

All meetings of the Traffic Commission shall be open and public. Agendas for the Traffic Commission meetings provide the public an opportunity to directly address the Traffic Commission on items of interest to the public that are within the subject matter jurisdiction of the Traffic Commission on any agenda items. NO action may be taken on items not listed on the agenda unless authorized by law. Unless otherwise extended by the Traffic Commission, the amount of time for each individual speaker shall not exceed three (3) minutes.

PUBLIC USE OF COUNCIL CHAMBER EQUIPMENT

All computer presentations must be e-mailed or provided on a CD-ROM to the Traffic Commission Secretary at least 48 hours prior to the meeting. Items to be displayed on the overhead projector must be submitted to the Traffic Commission Secretary for review by staff to verify appropriateness for general audiences by noon on the day of the meeting and prior to the use of the equipment.

- 1. ROLL CALL: K. NGUYEN, PHAM, NGO, A. NGUYEN,**
- 2. SALUTE TO FLAG:**
- 3. APPROVAL OF MINUTES – May 30, 2023**
- 4. ITEMS TO BE CONSIDERED**

ANYONE WISHING TO SPEAK ON AN ITEM IS REQUESTED TO COMPLETE A SPEAKER SLIP THAT IS PROVIDED AT THE ENTRANCE TO THE COUNCIL CHAMBERS. PLEASE SUBMIT THE SPEAKER SLIP TO THE SECRETARY. WHEN YOUR NAME IS CALLED PLEASE STEP TO THE PODIUM AT THAT TIME AND

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STATE YOUR NAME AND ADDRESS FOR THE RECORD.

AFTER THE PUBLIC HEARING IS OPENED, PERSONS SPEAKING IN FAVOR WILL BE HEARD FIRST, FOLLOWED BY THOSE PERSONS SPEAKING IN OPPOSITION; AND THEN PERSONS SPEAKING IN REBUTTAL. ONLY THOSE PERSONS WHO HAVE SPOKEN IN FAVOR WILL BE PERMITTED TO SPEAK IN REBUTTAL. PERSONS WISHING TO SPEAK WILL HAVE THREE (3) MINUTES TO SPEAK. THE TRAFFIC COMMISSION MAY USE ITS DISCRETION TO ALLOW A SPEAKER TO EXCEED THE TIME LIMITS.

NOTE: YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE MEETING DESCRIBED IN THIS NOTICE OR IN WRITTEN CORRESPONDENCE DELIVERED AT THE MEETING OR PRIOR THERETO.

- 4.1 Presentation - Update on the Local Roadway Safety Plan**
- 4.2 Presentation - Update on the Safe Routes to School**
- 5. NEW BUSINESS**
- 6. OLD BUSINESS – Update on Commissioner Ngo’s requests**
- 7. INFORMATION AND REPORTS**
- 8. ORAL COMMUNICATIONS**
- 9. WRITTEN COMMUNICATIONS**
- 10. ITEMS COMMISSIONERS/STAFF MAY WISH TO DISCUSS**
- 11. ADJOURNMENT: To a Regular Meeting Tuesday, September 26, 2023 at 6:00 p.m. in the Council Chambers**

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 City Council Meeting.

/S/Veronica Johnson, Management Analyst



WESTMINSTER TRAFFIC COMMISSION

Minutes of the Regular Meeting

Council Chambers
8200 Westminster Blvd.
Tuesday – May 29, 2023 at 6:00 pm

CALL TO ORDER A regular meeting of the Westminster Traffic Commission was called to order by Veronica Johnson on Tuesday, May 29, 2023, at 6:06 p.m. in Council Chambers, 8200 Westminster Boulevard, Westminster, California.

OATH OF OFFICE Veronica Johnson administered the Oath of Office to the incoming Traffic Commissioners.

ROLL CALL **Commissioners Present:** A. Nguyen, Ngo, Pham, K. Nguyen,
Commissioners Absent: Castillo

Staff Present: Adolfo Ozaeta, Assistant City Manager; Bill Pham, Civil Engineering Associate; Commander MacCormick, Westminster Police Department; Veronica Johnson, Secretary

SALUTE TO FLAG Commissioner K. Nguyen led the members of the audience in the Salute to the Flag.

SELECTION OF CHAIRMAN
Nominations were opened for the selection of a Chairman. Commissioner Pham nominated Commissioner K. Nguyen. There being no other nominations, nominations were closed. Commissioner K. Nguyen was selected as Chairperson by a 4-0 vote, with Commissioner Castillo being absent.

SELECTION OF VICE CHAIRMAN
Nominations were opened for the selection of a Vice Chairman. Chairman K. Nguyen nominated Commissioner Pham. There being no other nominations, nominations were closed. Commissioner Pham was selected as Vice Chairperson by a 4-0 vote, with Commissioner Castillo being absent.

Veronica Johnson gave a brief overview of how items are placed on a Traffic Commission agenda, how items are processed, and what is included in an agenda packet.

APPROVAL OF MINUTES
None.

ITEMS TO BE CONSIDERED
The only item to be discussed at this evening's meeting was T.C. 23-100, Request for Parking Restrictions at 14121 Cedarwood Street (Westminster School District)

**T.C. 23-100
14121 Cedarwood**

Mr. Pham stated that staff received a request from Mr. David Johnson to investigate the sight visibility at the southern driveway located on the west side of Cedarwood Street at the Westminster School District office. Mr. Johnson is concerned there is not enough sight distance to safely perform a turn maneuver from the driveway.

Mr. Pham displayed an aerial view of the subject location and explained the street has a speed limit of 25mph. Being that this is the school district office, there are many first time visitors, such as parents registering their children, and school buses that come and go from this location.

**STAFF'S
RECOMMENDATION**

Staff recommendation was to approve the installation of parking restrictions on the west side of Cedarwood Street for a distance of 20 feet to the north of the southern driveway at 14121 Cedarwood Street (Westminster School District), which will have minimal impact on parking in the area.

Vice Chairman Pham inquired about the width of the street. Mr. Pham replied the street has a 10-foot travel lane and 8-feet for parking.

Commissioner Ngo inquired about adding curb extensions to the street and is concerned that 20 feet is not enough. Staff replied that the Commission is free to modify the amount of parking restrictions and curb extensions are not typically installed throughout the City. It is also not being proposed at the subject location.

Chairman K. Nguyen inquired if high profile vehicles were considered. Mr. Pham stated typically 23-feet is used to estimate the length for a typical vehicle with room to maneuver; the height of the vehicle was not considered. Replying to his question on the driveways, Mr. Pham clarified that the driveway is a one-way in and one-way out.

Chairman K. Nguyen opened the Public Hearing.

The following people spoke on the subject parking restrictions:

David Johnson, 6321 Cherokee Dr., thanked staff for past help. He stated that he was involved in an accident coming out of the driveway since he could not see around the vehicle parked there, and the oncoming vehicle could not see him. He would like to see the restrictions extended from 20 feet to 30 feet.

Brian Johnson, 14121 Cedarwood, stated he was the Executive Director of Facilities in charge of transportation and maintenance department for the Westminster School District. In response to the questions about buses, there are 17 school buses and 15 maintenance trucks that enter and exit the site. There are visibility problems when any vehicle is parked at the subject location. He would also like to see longer restrictions installed. In response to Vice Chairman Pham's question about signage at the driveway, Mr. Johnson replied he did not believe they would be visible. He also stated that they recently changed the traffic flow for deliveries and they exit out the back of the district compound to alleviate congestion at the driveway.

No one spoke against the subject item.

Chairman K. Nguyen asked if extending the proposed parking restrictions would eliminate one more parking space. Mr. Ozaeta replied that it depends on the size of the vehicle and the manner people park. He does not believe it would greatly impact parking in the area. There is some room for discussion as this is a driveway and a sight visibility analysis is not required. Regarding signage, state sign guidelines need to be followed for the installation of signs in order to be enforceable.

Commissioner A. Nguyen asked if there was a sort of test that shows 20 feet is enough to properly see. Mr. Ozaeta stated there are calculations that are done at an intersection. Driveways are treated differently because of different circumstances. Typically five feet of restrictions would be recommended, but because of the amount of traffic and number of first time visitors, staff is recommending 20 feet.

Commissioner Ngo asked if speed limit signs could be installed. Mr. Ozaeta replied typically they are not installed on every City street. Since this is a heavily visited area, signs and markings could be installed. This could be done administratively.

MOTION

Chairman K. Nguyen moved to approve the installation of parking restrictions on the west side of Cedarwood Street for a distance of 25 feet to the north of the southern driveway, and add the appropriate speed limit signage and markings in the area. The motion was seconded by Vice Chairman Pham.

VOTE

Motion passed by a 4-0 vote, with Commissioner Castillo being absent.

NEW BUSINESS

There were no "New Business" items presented to the Commission at tonight's meeting.

OLD BUSINESS There were no “Old Business” items presented to the Commission at tonight’s meeting.

INFORMATION & REPORTS There were no “Information and Reports” items presented to the Commission at tonight’s meeting.

ORAL COMMUNICATIONS There were no “Oral Communications” items presented to the Commission at tonight’s meeting.

WRITTEN COMMUNICATIONS There were no “Written Communications” items presented to the Commission at tonight’s meeting.

ITEMS COMMISSIONERS/STAFF MAY WISH TO DISCUSS Commissioner Ngo requested street light installation on Beach Boulevard, on the west side, north of Bolsa Avenue. Staff informed the Commissioner that Beach Boulevard is owned by Caltrans, and furthermore, the street lights are owned by Southern California Edison. Staff will send a request on the Commissioner’s behalf.

Commissioner Ngo also requested sidewalk be installed on the north side of Bolsa Avenue from Beach Boulevard to Hoover Street. Mr. Ozaeta replied that the area in front of the cemetery is owned by the County. Staff will reach out to the County regarding this item.

Commissioner Ngo addressed the night market that will be held over the summer in Little Saigon and that a protest letter was sent in. Mr. Ozaeta stated that the applicant was approved by the Mayor and City Council, but he would ensure the letter was submitted to the City Clerk’s office.

Another item for discussion by Commissioner Ngo was the sign installation at Asian Garden Mall. Discussion ensued about the permitting process.

Vice Chairman Pham inquired how to install signage and banners highlighting the culture of Westminster. Mr. Ozaeta replied that there is a study in the works regarding goals for the Little Saigon area that will be presented to Council soon. Some examples are an archway and identifying the area as a historical district.

Regarding inquiries about directional/informational signs in the City, Mr. Ozaeta stated that the General Plan has a goal for signage and branding in the City. Staff is looking for grant funding to implement this goal.

Mr. Ozaeta welcomed the new Traffic Commissioners. Commander MacCormick introduced himself and gave an overview of the divisions he oversees.

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting was adjourned at 7:26 pm.

Respectfully Submitted,

Khanh Nguyen
Chairman

Veronica Johnson
Secretary

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