



**PLANNING COMMISSION  
Minutes of the Regular Meeting  
Council Chambers  
8200 Westminster Boulevard  
Westminster, CA 92683  
March 20, 2024  
6:30 p.m.**

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**1. PLANNING COMMISSION ROLL CALL: 6:32 p.m.**

**ANDERSON, BUI, HAMADE, POWER, WOLBERT**

PRESENT: HAMADE, POWER, WOLBERT

ABSENT: ANDERSON, BUI (*arrived to the meeting at 6:48 p.m.*)

City Clerk Arocho announced a quorum of the Commission present.

**STAFF PRESENT:**

Steven Ratkay, Planning Manager; Catherine Lin, Community Development Director; Sandie Kim, Associate Planner; Russell Miyahira, Assistant City Attorney; Sandie Kim, Associate Planner; and Ashton R. Arocho, City Clerk.

**2. SALUTE TO FLAG**

Chair Wolbert led the salute to the flag.

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

Planning Manager Ratkay noted that there was a late communication for Agenda Item No. 7 and Agenda No Item No. 8.1.

**4. EX PARTE COMMUNICATIONS**

Chair Wolbert reported that he drove by the site for Agenda Item No. 8.1.

**5. SPECIAL PRESENTATIONS - None**

**6. ORAL COMMUNICATIONS**

There were no members of the public present who wished to speak.

**7. APPROVAL OF MINUTES – December 6, 2023, January 17, 2024, February 7, 2024, and February 21, 2024.**

City Clerk Arocho noted that per the late communications memo, staff has requested to pull the minutes of the February 21, 2024 meeting and bring back at a future date. **Motion was made by Commissioner Power**, seconded by Commissioner Hamade to approve the minutes for the meetings of December 6, 2023, January 17, 2024, and February 7, 2024.

The motion carried, 3-0-2-0, by the following roll call vote:

AYES: WOLBERT, HAMADE, POWER  
NOES: NONE  
ABSENT: ANDERSON, BUI  
ABSTAIN: NONE

## 8. PUBLIC HEARING

### 8.1 2023-0804 (Conditional Use Permit).

**Location:** 13552 Goldenwest Street, Westminster, CA 92683.

**Assessor's Parcel Number:** 096-041-30 and 096-041-31

**Applicants:** St. Luke's Lutheran Church of Westminster, Ashton 3, LLC & Brandywine Homes

**Property Owner:** St. Luke's Lutheran Church of Westminster

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

**PROJECT DESCRIPTION:** A request to legalize an existing religious place of worship, reduce the overall existing campus area of the existing religious place of worship, modify existing parking lot and provide parking lot trees.

**CEQA COMPLIANCE:** The proposed project has been reviewed in accordance with the California Environmental Quality Act (CEQA) and the requirements of the City and has been deemed exempt from further CEQA analysis under Class 1, Section 15301, which pertains to issuance of conditional use permits involving negligible expansion of an existing use. The existing church consists of two parcels and is proposing to modify the parcel lines to contain all church activities and modify the existing church parking lot to a one parcel (Parcel 2). Therefore, the proposed project is exempted from further CEQA analysis under Class 1.

**RECOMMENDATION:** Staff recommends the Planning Commission adopt a resolution (Attachment 1) entitled, "A Resolution of the Planning Commission of the City of Westminster, California, approving Case No. 2023-0804, Conditional Use Permit to legalize an existing religious place of worship, reduce the overall existing campus area of the existing religious place of worship, improve existing parking lot, and provide trees in the parking lot on the properties located at 13552 Goldenwest Street (APN: 096-041-30 and 096-041-31).

Associate Planner Kim presented the staff report to the Commission.

*Commissioner Bui entered into the meeting at 6:48 p.m.*

Following the staff presentation, Commissioner Hamade asked staff to clarify the size of the land that will be sold, as it was not mentioned in the staff report.

Associate Planner Kim clarified that it would be 1.29 acres.

Chair Wolbert commented on the total of the two parcels in question, along with the top portion of the lot, and received clarification from staff.

Chair Wolbert asked Assistant City Attorney Miyahira if there are any concerns with Commissioner Bui entering the meeting late.

Assistant City Attorney Miyahira asked Commissioner Bui if he had reviewed the item prior to the meeting and Commissioner Bui confirmed that he had reviewed the material and is prepared for the meeting.

Associate Planner Kim clarified that parcel #1 will be 1.29 acres and parcel #2 will be 1.69 acres.

Commissioner Hamade asked regarding the zoning of the property.

Chair Wolbert asked staff if there were any concerns regarding the landscaping on the property.

Discussion ensued regarding the city code regarding landscaping, parking, and cosmetics.

Chair Wolbert asked regarding the late communication item related to the lot line adjustment related to the storage.

Associate Planner Kim clarified that the lot line adjustment would need to be finalized and that due to the County timeline on recordings.

Discussion ensued regarding the lot line adjustments and granting of building permits.

Commissioner Bui asked staff if a parking study was completed for the project.

Discussion ensued regarding required parking spaces and current total spaces.

Associate Planner Kim announced that staff have not received any opposition of the project and does not anticipate any negative impacts for parking to surrounding properties.

Commissioner Bui asked if the property plans to hold large events that may impact parking in the future.

Associate Planner Kim commented on potential events held on special occasions but that the existing parking lot should withstand that impact.

Chair Wolbert commented on the current property owner that is being sub-leased to other owners.

Chair Wolbert asked if the City has done any research on Ashton 3, LLC.

Associate Planner Kim commented and suggested that such questions be asked to the applicant.

CHAIR WOLBERT OPENED THE PUBLIC HEARING.

The pastor of the church stood in the audience and introduced himself to the Commission.

Jeff G, Applicant representing St. Luke's Lutheran Church of Westminster, responded to comments regarding parking concerns of the Commission and spoke on upgrades to the cosmetics of the building.

Taylor Ashton, Applicant representing Ashton 3, LLC, commented on their excitement for proposed plans on the site.

Alex Hernandez, Applicant representing Brandywine Homes, commented on their position in assisting the church with the application processes and will eventually play a pivotal role in the development of the lot, spoke on the questions of the Commission regarding the lot line adjustment, and stated that they have reviewed the conditions of approval and are in acceptance of all the proposed changes.

There was no member of the public present who wished to speak in favor or opposition of the item.

Commissioner Bui asked if the church is concerned a non-profit organization (501(c)(3)) and when it was filed.

Jeff G, Applicant, confirmed that the church is a non-profit organization and was filed back in 1958.

Commissioner Bui asked if the church is a requirement to be a member to join.

Jeff G, Applicant, clarified that the church is open to all who are interested.

A total of 16 written communications in support of the project were submitted to the department before the public hearing.

THERE BEING NO OTHER SPEAKERS, CHAIR WOLBERT CLOSED THE PUBLIC

HEARING.

**Motion: It was moved by Commissioner Hamade, seconded by Commissioner Power, to adopt Resolution No. 24-002, entitled, "A Resolution of the Planning Commission of the City of Westminster, California, approving Case No. 2023-0804, Conditional Use Permit to legalize an existing religious place of worship, reduce the overall existing campus area of the existing religious place of worship, improve existing parking lot, and provide trees in the parking lot on the properties located at 13552 Goldenwest Street (APN: 096-041-30 and 096-041-31) and to include the changes of staff's late communication memo.**

The motion carried, 4-0-1-0, by the following roll call vote:

AYES: WOLBERT, BUI, HAMADE, POWER  
NOES: NONE  
ABSENT: ANDERSON  
ABSTAIN: NONE

***THE FOLLOWING ITEMS WERE HEARD OUT OF ORDER***

**11. MATTERS FROM STAFF**

**11.1 Future Planning Commission agenda and staff report template.**

Community Development Director Lin provided a brief overview on a future implementation plan for the Commission to merge with the Granicus system for agenda and staff reports in the coming future.

**9. REGULAR BUSINESS**

**9.1 Discussion regarding the possible cancellation of the April 3, 2024 regularly scheduled Planning Commission meeting.**

Planning Manager Ratkay noted that there are no items of business scheduled for the coming meeting and that staff recommends that the meeting be cancelled.

**Motion was made by Commissioner Hamade, seconded by Commissioner Power, to cancel the regularly scheduled meeting of April 3, 2024.**

Motion carried, 4-0-1-0, by the following roll call vote:

AYES: WOLBERT, BUI, HAMADE, POWER  
NOES: NONE  
ABSENT: ANDERSON  
ABSTAIN: NONE

**10. REPORTS - None**

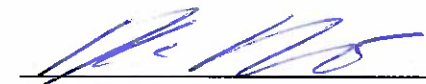
**12. MATTERS FROM THE PLANNING COMMISSION – INCLUDING AB1234 REPORTS WHEN REQUIRED**

Commissioner Power asked staff to address a prior request related to Commissioner abstention on items.


Assistant City Attorney Miyahira announced that an item will be placed on the next meeting agenda for discussion.

**13. ADJOURNMENT**

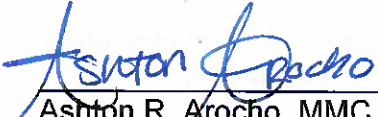
The meeting was adjourned at 7:06 p.m., to the next regular meeting on Wednesday, April 17, 2024 at 6:30 p.m.

  
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K.C. Wolbert  
Planning Commission Chair

ATTEST:

  
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Ashton R. Arocho, MMC  
City Clerk

Prepared by:

  
\_\_\_\_\_  
Ashton R. Arocho, MMC  
City Clerk