



**PLANNING COMMISSION**  
**Minutes of the Regular Meeting**  
**Council Chambers**  
**8200 Westminster Boulevard**  
**Westminster, CA 92683**  
**April 17, 2024**  
**6:30 p.m.**

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**1. PLANNING COMMISSION ROLL CALL: 6:31 p.m.**

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

PRESENT: BUI, HAMADE, ANDERSON, POWER, WOLBERT

ABSENT: None

City Clerk Arocho announced a quorum of the Commission present.

**STAFF PRESENT:**

Steven Ratkay, Planning Manager; Catherine Lin, Community Development Director; Russell Miyahira, Assistant City Attorney; Jarfa Ranjbar, Associate Planner; Alice Tieu, Associate Planner and Ashton R. Arocho, City Clerk; Patricia Peraza, Administrative Assistant.

**2. SALUTE TO FLAG**

Commissioner Power led the salute to the flag.

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

None

**4. EX PARTE COMMUNICATIONS**

There were no ex parte communications heard.

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**5. SPECIAL PRESENTATIONS**

**5.1 Summary of the City's 2023 Housing Element Annual Housing Progress (APR)**

Planning Manager Ratkay opened the item. Associate Planner Ranjbar and Associate Planner Tieu provided an overview of the item.

Following the presentation, Vice Chair Anderson made comments and had some questions regarding the presentation. Community Development Director Lin responded. Discussion ensued regarding the Summary of the City's 2023 Housing Element APR. Commissioner Power posed a question regarding what happens if the city fails to meet the requirements of the goals presented. Community Development Director Lin responded and provided clarification on how the city plans to ensure requirements are met.

## **5.2 A Vote to Abstain – Best Practices**

Assistant City Attorney Miyahira presented the item.

Commissioner Power thanked Assistant City Attorney Miyahira for the presentation. Commissioner Bui commented on voting via Zoom meetings. Assistant City Attorney Miyahira responded and provided clarification on the rules required when voting is done via Zoom meetings.

## **6. ORAL COMMUNICATIONS**

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

## **7. APPROVAL OF MINUTES – March 20, 2024**

**Motion was made by Commissioner Hamade**, seconded by Commissioner Power, to approve the minutes as presented.

The motion carried, 5-0, by the following roll call vote:

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

**8. PUBLIC HEARING - None**

**9. REGULAR BUSINESS**

**9.1 Discussion regarding the possible cancellation of the May 1, 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 May 1, 2024.

Motion carried, 5-0, by the following roll call vote:

AYES: BUI, HAMADE, ANDERSON, POWER, WOLBERT

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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**10 REPORTS – None**

**11. MATTERS FROM STAFF**

**11.1 Introduction of New Staff**

Community Development Director Lin introduced Patricia Peraza, Administrative Assistant as the new addition to the Community Development Department.

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

Chair Wolbert asked for more communication between Planning Staff and City Staff.

### 13. ADJOURNMENT


The meeting was adjourned at 7:13 p.m., to the next regular meeting on Wednesday, May 15, 2024 at 6:30 p.m.



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K.C. Wolbert  
Planning Commission Chair


ATTEST:



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Patricia Peraza  
Administrative Assistant  
Planning Secretary

Prepared by:



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Patricia Peraza  
Administrative Assistant  
Planning Secretary