



**PLANNING COMMISSION
Minutes of the Regular Meeting
Council Chambers
8200 Westminster Boulevard
Westminster, CA 92683
April 20, 2016
6:30 p.m.**

1. ROLL CALL: ANDERSON, MANZO, NGUYEN, SPENCER, AND VO

PRESENT: Anderson, Manzo, Nguyen, Spencer

ABSENT: Vo

2. SALUTE TO FLAG:

Chair Anderson led the salute to the flag.

3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS

Associate Planner Steve Ratkay stated two items, a letter and an email, related to item 8.1 had been received after the agenda was finalized.

4. EX PARTE COMMUNICATIONS

Chair Anderson stated he spoke to staff about item 8.1 and reviewed the historical files for the site. Commissioner Spencer reported that she drove by the site for item 8.1 and discussed the item with one of the City Council Members.

5. SPECIAL PRESENTATIONS - None

6. ORAL COMMUNICATIONS - None

7. APPROVAL OF MINUTES - March 16, 2016 and April 6, 2016

Chair Anderson informed the Commission that he had a discussion with staff and a determination was made with regard to approval of minutes. Commission members may make a motion or a second on the meeting minutes for which they were present; all Commission members, even those absent for a meeting, may vote to accept the record of the minutes as presented.

Vice Chair Manzo stated that he would like for a correction to be reflected in the March 16th minutes; where the word "translucent" was used instead of "opaque." He further explained that the samples he shared with the Commission were of "opaque" windows and he would like to see the change reflected in the motion.

Chair Anderson confirmed the discussion prior to the motion involved using a combination of “transparent” and “translucent” glass. He explained the intent was to allow light to come through the “translucent” glass where “opaque” glass is solid and blocks light.

Commissioner Spencer agreed that there had been discussion about using the word “opaque,” but further discussion involved using a combination of “transparent” and “translucent” glass; and, she believed her motion should stand as presented.

Planning Commission Minutes of March 16, 2016

Motion: It was moved by Chair Anderson, and seconded by Commissioner Spencer, to approve the Planning Commission meeting minutes of March 16, 2016. The motion carried (4-0) with the following vote:

AYES: ANDERSON, MANZO, NGUYEN, SPENCER
NOES: NONE
ABSENT: VO
ABSTAIN: NONE

Planning Commission Minutes of April 6, 2016

Motion: It was moved by Vice Chair Manzo, and seconded by Commissioner Spencer, to approve the Planning Commission meeting minutes of April 6, 2016. The motion carried (4-0) with the following vote:

AYES: ANDERSON, MANZO, NGUYEN, SPENCER
NOES: NONE
ABSENT: VO
ABSTAIN: NONE

8. PUBLIC HEARINGS

8.1 Case No. 2015-56 (Conditional Use Permit)

Location: 7425 Westminster Boulevard (APN # 096-094-12)

Applicant: Kevin Zinngabe

A request to establish a parking facility to serve a senior housing development located at 13920 Hoover Street. The project site occupies 37,794-square-feet of a Southern California Edison (SCE) right-of-way located near the corner of Westminster Boulevard and Hoover Street.

Assistant Planner Christopher Wong provided a presentation to the Commission.

In response to the Commission’s questions about pavement, permeable surfaces, light fixtures, and the size of the project. Assistant Planner Wrong stated the light

fixtures were electrical, not solar powered, and would come on with motion; all options of pavement or permeable surfaces were investigated and the site location doubled in size to comply with the water quality management plan.

CHAIR ANDERSON OPENED THE PUBLIC HEARING AND ASKED IF THERE WERE ANY SPEAKERS WISHING TO SPEAK IN FAVOR.

Kevin Zinngrabe, project applicant, stated he has been working with Southern California Edison since the temporary parking lot was approved in 2014; adding it has been a challenging process due to requirements from the City as well as requirements from Southern California Edison. He explained that Edison's requirements include no permanent structures, nothing allowed below grade, nothing deeper than a two percent grade, nothing allowed higher than 15 feet, and nothing that will restrict movement of their trucks. He added, he believed the plan before the commission satisfied all of the requirements.

Commissioner Spencer and Commissioner Nguyen inquired about handicapped spaces and asked if additional spaces could be required by the Commission. Assistant Planner Wong confirmed four handicapped spaces are proposed as required by the Code. Discussion ensued about the location of the shuttle stop, additional handicapped spaces, landscaped areas, circulation and code requirements. Mr. Zinngrabe indicated he was not opposed to additional handicapped parking spaces being required, however he would have to consult with the project designer to see if additional spaces can be placed on site.

In response to Vice Chair Manzo's question about changing the chain-link fencing to a tighter mesh fence or vinyl coated fence, Mr. Zinngrabe stated he knew the fencing may be an issue so they put a lot of effort on the landscaping, bringing in mature trees and plants to provide a "living wall," so the fencing won't be seen and the project will look good as soon as it is built.

Chair Anderson asked if the applicant would be willing to change the gate and the drive approach to make it more attractive since there would not be landscaping in that area; he suggested a green vinyl coating on the fence with a tighter mesh. Mr. Zinngrabe indicated he would not be opposed.

CHAIR ANDERSON ASKED IF THERE WERE ANY SPEAKERS WISHING TO SPEAK IN OPPOSITION, THERE BEING NONE CHAIR ANDERSON CLOSED THE PUBLIC HEARING.

Chair Anderson stated that when this came to them initially in 2014, it was a temporary plan which would be in place until they got the permanent plan, which is now what they are reviewing. He had a concern about the 8' high fence and the landscaping not being sufficient to cover the fencing. He stated the south and the east side of the property, including the drive approach, should be replaced with the tighter vinyl-coated mesh. Vice Chair Manzo agreed with Chair Anderson's comments.

Commissioner Spencer stated she would like to have the handicapped spaces and the shuttle stop moved to the center of the project and have additional spaces added. Mr. Zinngarbe stated there may not be enough room for the additional handicapped spaces in the center and the proposed location works best for Southern California Edison's requirements. Associate Planner Ratkay stated that the location of the handicapped parking spaces are controlled by the Building Code, it is called, "path of travel," and we don't have flexibility with the Building Code requirements.

Prior to the motion, Chair Anderson consulted with the Commission to confirm if there was consensus to the following requirements: 1) leave the shuttle shelter where it is located, 2) the applicant to work with staff to add some additional handicapped parking if possible, 3) install one-inch mesh, vinyl-coated, chain-link fencing on the east and south perimeter of the property, including the drive approach and entry gate on Westminster Boulevard.

Motion was made by Vice Chair Manzo, and seconded by Commissioner Spencer, to approve a Conditional Use Permit for Case No. 2015-56 located at 7425 Westminster Boulevard, subject to the conditions of approval in the resolution with the following added conditions: the existing chain-link fence on the east and south perimeter of the property, including the drive approach, be replaced with a one-inch mesh, green vinyl-coated, chain-link fencing. And, to increase the number of handicapped parking spaces on the site from four to eight if possible; the applicant is to work with staff to determine if it is possible to add extra spaces. The motion carried (4-0) with the following vote:

AYES: ANDERSON, MANZO, NGUYEN, SPENCER
NOES: NONE
ABSENT: VO

9. REGULAR BUSINESS - None

10. REPORTS - None

10.1. MATTERS FROM THE PLANNING COMMISSION

Commissioner Spencer informed the Commission that the issue of donation bin enforcement has not been resolved. The issue is ongoing and the Code Enforcement Division is trying to find a way to enforce the bins; stating the issue is what to do with the unpermitted bin if they pick it up from a property as they lack storage for the bins.

Chair Anderson stated he discovered the donation bin issue has been ongoing since Vice-Chair Manzo brought it up in 2014. He added that he believed making the property owner responsible is the key to solving this issue. He suggested that a couple Commission members meet with staff for further discussion. The Commission directed staff to put this item on the next agenda for action.

Chair Anderson requested to place an item on the next agenda for consideration of having a Southern California Edison representative present at a future meeting to provide a presentation on requirements specific to Southern California Edison properties within the City.

10.2.AB 1234 Reports – None

11. ADJOURNMENT – The meeting was adjourned at 7:27 p.m. to the Regular Meeting on Wednesday, May 4, 2016 at 6:30 p.m.

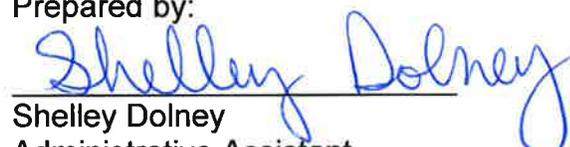


Don Anderson
Chairman



Brian Fisk
Planning Commission Secretary

Prepared by:



Shelley Dolney
Administrative Assistant