

ATTACHMENT 3

DRAFT PLANNING COMMISSION
MEETING MINUTES FOR THE
MEETING OF NOVEMBER 5, 2025



PLANNING COMMISSION
Minutes of the Regular Meeting
Council Chambers
8200 Westminster Boulevard
Westminster, CA 92683
November 5, 2025
6:00 p.m.

CALL TO ORDER: Chair Hamade called the Regular Meeting of the Planning Commission to order at 6:04 p.m., on Wednesday, November 5, 2025, via In-Person, at the Council Chambers, 8200 Westminster Blvd., Westminster, California.

1. ROLL CALL

PRESENT: CHAIR ALIN HAMADE
COMMISSIONER DON ANDERSON
COMMISSIONER ANH NGUYEN
COMMISSIONER NHAN TRAN
COMMISSIONER K.C. WOLBERT

ABSENT: NONE

STAFF PRESENT:

Ken Fichtelman, Principal Planner; Alice Tieu, Associate Planner; Lisa Kranitz, Assistant City Attorney; and Tanya Ramirez, Administrative Assistant.

2. SALUTE TO FLAG

Chair Hamade led the flag salute.

3. REPORT FROM PLANNING SECRETARY ON LATE COMMUNICATION ITEMS –

Administrative Assistant Ramirez stated there was nothing to report.

City Attorney Kranitz stated that there was an e-comment received from a member of the public and placed at the dais, as well as outside at the front lobby.

4. EX PARTE COMMUNICATIONS – None

5. SPECIAL PRESENTATIONS – None

6. ORAL COMMUNICATIONS

There were no members of the public to speak during oral communications.

7. APPROVAL OF MINUTES – October 1, 2025 (Regular Meeting); and October 15, 2025 (Meeting Cancellation).

Motion was made by Commissioner Wolbert, seconded by Chair Hamade, to approve the revised minutes for the meetings of October 1, 2025 (Regular Meeting) and October 15, 2025 (Meeting Cancellation).

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

AYES:	HAMADE, ANDERSON, NGUYEN, TRAN, WOLBERT
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

8. PUBLIC HEARINGS

8.1 CASE NO. 2025-0227

Location: Citywide

Applicant: City of Westminster

Project Planner: Ken Fichtelman, Principal Planner

PROJECT DESCRIPTION: A request to repeal and readopt Chapter 17.640 Appeals of the Westminster Municipal Code to provide for a Call for Review procedure for the City Council and Planning Commission and making other minor amendments.

CEQA COMPLIANCE: This Zoning Text Amendment is not a project per CEQA §21065 as it is an administrative procedure which will not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

RECOMMENDATION: Staff recommends that the Planning Commission recommend approval of Case No. 2025-0227 to the City Council through the adoption of Resolution No. 25-021.

Principal Planner Fichtelman presented a PowerPoint presentation to the Commission.

Commissioner Wolbert requested clarification from staff regarding the recommended changes, as the staff report did not contain redlined edits.

Principal Planner Fichtelman outlined the proposed changes and clarified that a redline version was not included, as the action involves repealing and readopting the code in full with a clean draft. He further stated that the update, outside of the additional language regarding calls for review, is a procedural cleanup and will not affect the existing code.

CHAIR HAMADE OPENED THE PUBLIC HEARING.

There were no members of the public to speak under oral communications.

CHAIR HAMADE CLOSED THE PUBLIC HEARING.

Motion was made by Commissioner Anderson, seconded by Chair Hamade, to recommend approval of Case No. 2025-0227 to the City Council through the adoption of Resolution No. 25-021 entitled, "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WESTMINSTER, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL APPROVE A ZONING TEXT AMENDMENT (CASE NO. 2025-0227) REPEALING AND READOPTING CHAPTER 17.640 OF THE WESTMINSTER MUNICIPAL CODE (APPEALS) TO PROVIDE FOR A CALL FOR REVIEW PROCEDURE FOR THE CITY COUNCIL AND PLANNING COMMISSION AND MAKING OTHER MINOR AMENDMENTS."

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

AYES:	HAMADE, ANDERSON, NGUYEN, TRAN, WOLBERT
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

8.2 CASE NO. 2025-0223

Location: Citywide

Applicant: City of Westminster

Project Planner: Alice Tieu, Associate Planner

PROJECT DESCRIPTION: A request to approve Zoning Text Amendments to repeal and readopt Chapter 17.570 Affordable Housing Density Bonuses and amend Section 17.500.010 Authority for Land Use and Zoning Decisions relating to Density Bonus Law (Government Code Section 65915 *et seq.*), and amend Section 17.700.010 Definitions of Specialized Terms and Phrases of the Westminster Municipal Code.

CEQA COMPLIANCE: The Zoning Text Amendments are categorically exempt from CEQA pursuant to the common sense exemption set forth in Guidelines Section 15061(b)(3) that CEQA only applies to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity will have a significant effect, the activity is not subject to CEQA. These proposed code amendments do not change the density, intensity, or allowed uses or would have other effects on the environment. The changes are not for any specific project; and therefore, will not impact any environmental resource of hazardous or critical concern, will not create cumulative impacts, or impacts to scenic highways, hazardous waste sites, or historical resources.

RECOMMENDATION: Staff recommends that the Planning Commission recommend approval of Case No. 2025-0223 to the City Council through the adoption of Resolution No. 25-020.

Associate Planner Tieu presented a PowerPoint presentation to the Commission. Following the presentation, Associate Planner Tieu noted that an e-comment had been received and provided to the Commissioners and read two minor changes into the record.

Commissioner Anderson asked whether the exterior design requirements would be the same for both the affordable housing units and the overall development.

Associate Planner Tieu responded.

Commissioner Wolbert questioned what the current state law is regarding Adjusting Review Authority.

Principal Planner Fichtelman responded that the standards as shown are being presented to be consistent with state law.

Discussion ensued regarding the steps involved in the project review processing and the levels of approval authority.

Chair Hamade inquired about the number of units permitted asked staff how many units are allowed on a single property.

Principal Planner Fichtelman responded that, under SB 9, a project may include up to four units.

Commissioner Wolbert asked staff to clarify which types of density bonus project appeals would be heard by the Planning Commission under the proposed amendments.

Assistant City Attorney Kranitz stated that the developer must meet the minimum affordability requirements to qualify for the density bonus provisions.

CHAIR HAMADE OPENED THE PUBLIC HEARING.

There were no members of the public to speak under oral communications.

CHAIR HAMADE CLOSED THE PUBLIC HEARING.

Motion was made by Commissioner Anderson, seconded by Chair Hamade, to recommend approval of Case No. 2025-0223 to the City Council through the adoption of Resolution No. 25-020 entitled, "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WESTMINSTER, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONING TEXT AMENDMENTS (CASE NO. 2025-0223) TO REPEAL AND READOPT CHAPTER 17.570 AFFORDABLE HOUSING DENSITY BONUSES AND AMEND SECTION 17.500.010 AUTHORITY FOR LAND USE AND ZONING DECISIONS RELATING TO DENSITY BONUS LAW (GOVERNMENT CODE SECTION 65915 ET SEQ.), AND AMEND SECTION 17.700.010 DEFINITIONS OF SPECIALIZED TERMS AND PHRASES OF THE

WESTMINSTER MUNICIPAL CODE.”

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

AYES:	HAMADE, ANDERSON, NGUYEN, TRAN, WOLBERT
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

9. REGULAR BUSINESS – None

10. SELECTION OF PLANNING COMMISSION VICE CHAIR

Motion was made by Commissioner Anderson, seconded by Chair Hamade to appoint Commissioner Wolbert as Vice Chair.

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

AYES:	HAMADE, ANDERSON, NGUYEN, TRAN, WOLBERT
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

11. REPORTS - None

12. MATTERS FROM STAFF

Principal Planner Fichtelman recommended that the Commission move to cancel the Planning Commission meeting scheduled for November 19, 2025, due to a lack of business.

Motion was made by Vice Chair Wolbert, seconded by Chair Hamade to cancel the Regular Planning Commission Meeting of November 19, 2025, due to a lack of business.

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

AYES:	HAMADE, ANDERSON, NGUYEN, TRAN, WOLBERT
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

Principal Planner Fichtelman reported that Lavender's alcohol license has been transferred to the new owners, they have filed a permit for their new kitchen and they held a soft opening for their pickleball court, noted an issue with bingo business licenses that led to Code Enforcement citations, but stated that it has now been corrected per the municipal code.

Commissioner Anderson asked staff if the paint for Lavender would be corrected.

Principal Planner Fichtelman responded that, per the zoning clearance, they were approved for a solid roof color.

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

Commissioner Anderson stated that during a recent visit to the now fully closed Westminster Mall, he observed trucks parked in various areas of the parking lot and inquired whether this activity was permitted by the City and expressed concern regarding its appearance.

Principal Planner Fichtelman stated he would follow up with Code Enforcement and update the Commission on the truck-parking situation at the Westminster Mall.

14. ADJOURNMENT

Chair Hamade adjourned the meeting on Wednesday, November 5, 2025, at 6:41 p.m., to the next regular meeting on Wednesday, December 3, 2025 at 6:00 p.m.

PREPARED BY:

TANYA RAMIREZ
ADMINISTRATIVE ASSISTANT

APPROVED:

ALIN HAMADE
PLANNING COMMISSION CHAIR

ATTEST:

TANYA RAMIREZ
ADMINISTRATIVE ASSISTANT