



**GENERAL PLAN ADVISORY COMMITTEE**  
**Minutes of the Regular Meeting**  
**Miriam Warne Community Building/Chamber of Commerce**  
**14491 Beach Boulevard, Suite A**  
**Westminster, CA 92683**  
**October 6, 2014**  
**6:30 p.m.**

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**CALL TO ORDER:** Planning Manager Art Bashmakian called the meeting to order at 6:30 p.m.

**ROLL CALL:** Don Anderson, Gloria Constas, Sergio Contreras, Gilbert Cruz, Owen Eames, April Erazo, Lupe Fisher, Richard Jolly, Mimi Lozano, Gia Ly, Lisa Manzo, Sandra McClure, Khanh Nguyen, Tyler Nichols, Helen Ortega, Jamison Power, Patricia Robbins, Laura Sottile Rose, Syed Shah, Tri Ta, Diana Williams

**PRESENT:** Don Anderson, Gloria Constas, Sergio Contreras, Gilbert Cruz, Owen Eames, April Erazo, Lupe Fisher, Richard Jolly, Mimi Lozano, Gia Ly, Lisa Manzo, Sandra McClure, Khanh Nguyen, Tyler Nichols, Helen Ortega, Jamison Power, Patricia Robbins, Laura Sottile Rose (arrived at 6:45 p.m.), Syed Shah, Tri Ta, Diana Williams

**ABSENT:** None

**SALUTE TO FLAG:** Assistant to the City Manager Chet Simmons) led the assembly in the Salute to the Flag.

**WELCOME**

City Manager Eddie Manfro gave a brief welcome statement addressing the importance of the project and commented on the cross-section of the community who is willing to participate in the process. He noted the participation of Mayor Tri Ta and Council Member Sergio Contreras.

Mayor Ta welcomed the GPAC Members and thanked them for their willingness to participate in this process.

Council Member Contreras thanked the GPAC Members for their participation in creating the City's road to prosperity.

City Manager Manfro reported that this will be a lengthy process and that the GPAC will convene approximately ten times. He added that staff and consultants will provide guidance through the process, which will be informal, but important.

Planning Manager Art Bashmakian introduced City Staff and Consultants from PlaceWorks.

### **OATH OF OFFICE FOR APPOINTED MEMBERS**

Planning Manager Art Bashmakian administered the Oath of Office to Members of the General Plan Advisory Committee (GPAC).

### **COMMITTEE MEMBER SELF INTRODUCTIONS/INITIAL COMMENTS**

Each Member of the GPAC introduced his/herself, listed their backgrounds, positions and involvement in general, and with the City, and provided general comments.

**PUBLIC COMMENTS:** None

### **SELECTION OF CHAIR AND VICE CHAIR**

**MOTION:** GPAC Member Owen Eames nominated Mayor Tri Ta for Chair. The motion was seconded by GPAC Member Khanh Nguyen. Motion passed unanimously.

**MOTION:** GPAC Chair, Tri Ta nominated Council Member Sergio Contreras for Vice Chair. The motion was seconded by GPAC Member Helen Ortega. Motion passed unanimously.

### **REGULAR BUSINESS:**

Associate Principal, Wendy Grant, PlaceWorks, provided background and information regarding the firm and their experience with General Plans.

- **Roles and Responsibilities**

Associate Principal, Wendy Grant, reported that the GPAC's role is to help provide the voice of the community and help get the word out in terms of the General Plan update. The document will be a planning tool as well as involve all City Departments. The GPAC will help provide input regarding the City's Vision Statement and act in an advisory role for the Planning Commission and City Council. The GPAC will filter ideas to present to the Planning Commission and City Council in terms of understanding concerns and values, reviewing critical issues, engaging in debate where there are differences of opinion, community outreach and developing recommendations.

Associate Principal, Wendy Grant, addressed State mandates requiring each city to have a General Plan, ensuring that ideas and objectives are still valid, the General Plan as a long-term development plan, looking at underutilized properties and/or properties that are ready for redevelopment, and goals and objectives. She commented on the Implementation Action Plan which will list those responsible for the various tasks and the timeframe in which they should be done. The latter is separate from the General Plan

document.

Ms. Grant presented the various elements that are required to be within the General Plan. These include Land-Use and distribution of land-use, Housing (including types, mobility and access), Mobility and Circulation, Open Space, Conservation, Safety and Noise. She addressed additional elements including Growth Management and Economic Development. She noted that the General Plan is not a zoning document although, it will generally show the locations of various zones within the City. Zoning must be consistent with the General Plan. Additionally, the General Plan is not a design guideline. Design Guidelines, however, could be shown as an implementation item in the Implementation Action Plan. The General Plan is not a guarantee of project approval and project consistency with the General Plan will not guarantee approval of a project as there are many other things to consider.

It was noted that Zoning Development Standards and Design Guidelines are tools to implement the General Plan.

- **Ralph M. Brown Act discussion**

City Attorney Robert Khuu provided a presentation on the Ralph M. Brown Act noting that its purpose is to facilitate public participation. He addressed definitions and basis including agenda posting requirements, important requirements relative to communicating among members, subject matters and jurisdiction, the need for a quorum to have a meeting, what constitutes a quorum, basic considerations, serial meetings, applicable methods of communication, public comments protocol and conflicts of interest.

Discussion followed regarding noticing for meetings, posting of agendas, ensuring that discussions are open and transparent with public participation, conflicts of interest in terms of financial gains/losses and location-based and Brown Act violation challenges relative to internet communications.

- **Introduction to General Plans and Project Overview**

Discussion followed regarding measures of success relative to the General Plan and the Implementation Action Plan. It was noted that different plans of action will have different measures of success.

Amanda Tropiano, PlaceWorks, Senior Associate, provided information regarding the structure of the General Plan Update for the City. She addressed the preparation of a detailed Scope of Work, the GPAC's involvement and phases of the General Plan Update including establishing the framework, preparation of a market-trend analysis, preparation of a community profile, and developing a Community Engagement Plan. She reported that all General Plan Update information is available at [www.westminstergp.org](http://www.westminstergp.org). She stated that part of that website includes a forum that facilitates public input on key discussion items related to the General Plan. Ms. Tropiano addressed developing a land-use plan, the required elements and discussions on environmental documentation. She

added that an environmental review on a range of issues must be prepared as part of the General Plan Update. She listed consultants that will be helping with the various components of what is required.

Discussion followed regarding project-based EIRs versus the focus of the General Plan Update EIR. Ms. Tropiano reported that the goal is to compare existing conditions with the proposed plan. It was noted there is a checklist required in every environmental document and that it will be a Program EIR versus a Project EIR.

It was noted that the process is just beginning and Ms. Tropiano reviewed the documents included in GPAC Member binders including a schedule. Robust community input will be scheduled throughout the process. She provided highlights of the Community Engagement Plan including conducting stakeholder interviews, holding strategic advisement round tables and holding community open houses.

Discussion followed regarding encouraging media coverage, key milestones in the process, obtaining validation from Council through the process and addressing historical preservation.

- **Next Steps**

Associate Principal, Wendy Grant, addressed next steps noting that the GPAC will meet once a month for a total of ten meetings with room for flexibility. The next meeting will address a community "snapshot" and include demographic data as compared with the market analysis. She encouraged Members to distribute business cards with the website information and assigned homework for the Committee to visit the website and participate in the community survey therein.

Discussion followed regarding scheduling the next meeting on Monday, November 3, 2014, at 6:30 p.m. A location will be communicated to Members once it has been established. The meeting in December will be scheduled for December 8, 2014. A community workshop will be scheduled between the November and December meetings.

Ensuing discussion pertained to items to be discussed during the next GPAC meetings, the community workshop format, getting as much community input as possible and communicating with non-English-speaking residents. Discussion followed regarding the possibility of advertising in local newspapers and on craigslist.

Members were encouraged to send ideas to staff.

## **ADJOURN**

There being on further business to come before the General Plan Advisory Committee, Chair Ta adjourned the meeting at 8:30 p.m. to November 3, 2014.

TRIMULTA

Mayor Tri Ta  
Chairperson

**Prepared by:**

Art Bashmakian

Art Bashmakian  
Planning Manager