



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting  
September 7, 2017**

West Hollywood Park Public Meeting Room – Council Chambers  
625 N. San Vicente Boulevard, West Hollywood, California 90069

THE CITY OF WEST HOLLYWOOD HAS ADOPTED BRIEF SUMMARY AND ACTION MEETING MINUTES; WHICH PROVIDE A SUMMARY OF THE ACTIONS TAKEN AND POINTS OF DISCUSSION ONLY. ADDITIONAL COMMENTS OR DISCUSSION REGARDING ANY ITEM SUMMARIZED IN THESE MINUTES MAY BE OBTAINED BY VIEWING THE ARCHIVED VIDEOS OF THE PLANNING COMMISSION MEETINGS AT [www.weho.org/weho-tv/other-city-meetings](http://www.weho.org/weho-tv/other-city-meetings)

1. **CALL TO ORDER:** Chair Buckner called the meeting of the Planning Commission to order at 6:33 P.M.

2. **PLEDGE OF ALLEGIANCE:** John Keho led the Pledge of Allegiance.

3. **ROLL CALL:**

Commissioners Present: \*Aghaei, Altschul, Bass, Carvalheiro, Hoopingarner, Vice-Chair Jones, Chair Buckner.

Commissioners Absent: None.

Staff Present: Antonio Castillo, Associate, Jackie Rocco, Business Development Manager, Brant Birkeland, Economic Development Analyst, Jeffrey Aubel, Code Compliance Manager, David DeGrazia, Current and Historic Preservation Planning Manager, Lauren Langer, Acting Assistant City Attorney and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

**ACTION:** Approve the Planning Commission Agenda of Thursday, September 7, 2017 as presented. **Moved by Vice-Chair Jones, seconded by Commissioner Bass and passes, noting Commissioner Aghaei absent.**

*\*Commissioner Aghaei arrived after official Roll Call at 6:36 p.m.*

5. **APPROVAL OF MINUTES.**

Commission Secretary Gillig amended page 5 of 14 to read as follows: *“Commissioner Bass recused himself from the dais at this time on the advice of the City Attorney; attributable to a due process concern, for the proposed project site located at 1041-1047 N. Spaulding Avenue, West Hollywood, California.”*

**A. August 17, 2017**

**ACTION:** Approve the Planning Commission regular meeting minutes of Thursday, August 17, 2017 as amended. **Moved by Commissioner Bass, seconded by Vice-Chair Jones and unanimously passes.**

6. **PUBLIC COMMENT.** None.

7. **DIRECTOR'S REPORT.**

John Keho, Assistant Director, Community Development Department, provided an update on cannabis regulations and the urban design review process.

8. **ITEMS FROM COMMISSIONERS.**

Vice-Chair Jones commented on the Annual Commissioners and Advisory Board member training, which was held on Tuesday, September 5, 2017.

9. **CONSENT CALENDAR.** None.

10. **PUBLIC HEARINGS.**

A. **1150 N. Orange Grove Avenue:**

Antonio Castillo, Associate Planner, provided a verbal presentation and background information as presented in the staff report dated Thursday, September 7, 2017.

He stated the applicant is requesting to demolish two vacant single-story dwelling units and construct an approximately 8,876 square-foot, four-story, seven-unit apartment building with one affordable housing unit over subterranean parking.

He detailed the project site, and spoke regarding the building height, quality materials, landscaping, common open space, subterranean parking, and neighborhood compatibility.

Condition 6.12) shall be added to read as follows: *"Construction workers shall not park on any street with the City of West Hollywood, and shall utilize off-street parking secured by the contractor until the on-site parking is completed and able to used."*

Condition 8.9) shall be amended to read as follows: *"Trees growing in the Public Right of Way shall be protected at all times from construction traffic and vehicular ingress / egress to the property by placing trench plates of plywood to prevent soil compaction."*

Condition 8.16) shall be deleted.

Staff recommends approval.

Commissioners had no official disclosures.

The commission questioned and raised concerns regarding the life and safety issues surrounding the stairwells.

Chair Buckner opened public comment for Item 10.A.:

AMIT APEL, MALIBU, project designer and applicant's representative, presented the applicants report with a visual presentation of the project.

JESSE COLLINS, WEST HOLLYWOOD, has concerns regarding this item. He spoke regarding health concerns surrounding construction activities.

The commission requested clarification regarding the staircase enclosure.

AMIT APEL, MALIBU, project designer and applicant's representative, presented the applicant's rebuttal. He spoke regarding construction mitigation, clarified the enclosure of the staircase, and addressed design issues.

**ACTION:** Close public hearing for Item 10.A. **Motion carried by consensus of the Commission.**

The commission had concerns with the current renderings; noting the proposed changes are not currently included or shown, wood siding, design, accessibility and functionality around the communal space on the ground floor level, and open spaces on the rooftop.

Discussion was held regarding the massing, articulation, staircases, proposed design changes, availability of amended renderings to the public, use of communal open space, rooftop usage, landscaping, and the public process.

**Commissioner Hoopingarner moved to: 1) continue the item to allow the applicant to redesign the open space and the stairwell to comply with the building code, and 2) expedite a return to the Planning Commission as quickly as possible.**

**Seconded by Vice-Chair Jones.**

**ACTION:** 1) Continue to a date uncertain; 2) applicant shall redesign the open space and stairwell to comply with building codes; 3) bring back to the Planning Commission as expeditiously as possible; and 4) Close the Public Hearing for Item 10.A. **Moved by Commissioner Hoopingarner, seconded by Vice-Chair Jones and passes, noting Commissioner Altschul voting NO.**

**THE COMMISSION TOOK A FIVE (5) MINUTE RECESS AT 7:40 P.M. AND RECONVENED AT 7:45 P.M.**

**B. Zone Text Amendment**

**Extended Hour Businesses:**

Brant Birkeland, Economic Development Analyst, provided a verbal presentation and background information as presented in the staff report dated Thursday, September 7, 2017.

He provided a history of the request, and stated the requested amendments to the West Hollywood Municipal Code are to amend the regulations that govern extended hour businesses and transfer review authority to the Business License Commission.

He detailed the existing requirements, which included Title 19 (Zoning), and Title 5 (Business License), and spoke on the proposed administrative and procedural amendments, transferring review and approval to the Business License Commission, and streamlining the process.

He confirmed this request is consistent with the direction from the City Council and input from the business owners.

The Commission asked for clarification regarding noticing, revoking or modifying minor conditional use permits, the business license process, annual licensing, and on-site manager requirements.

Jacki Rocco, Business Development Manager clarified the noticing and hearing process.

Jeffrey Aubel, Code Compliance Manager clarified maintaining current licensing and the on-site licensed manager requirement.

Chair Buckner opened public comment for Item 10.B.:

GENEVIEVE MORRIL, WEST HOLLYWOOD, President, CEO, West Hollywood Chamber of Commerce, spoke in support of staff's recommendation of approval to the City Council.

DAVID FANAROF, WEST HOLLYWOOD, Z Pizza, spoke in support of staff's recommendation of approval to the City Council.

LARRY BLOCK, WEST HOLLYWOOD has concerns regarding this item. He spoke regarding the impacts on small businesses and public safety issues.

**ACTION:** Close public hearing for Item 10.B. **Motion carried by consensus of the Commission.**

The commission commented on the Business License Commission and their purview, business licenses will now run with the business; fees, business improvement districts, and security.

**ACTION:** 1) Adopt Resolution No. PC 17-1217 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A ZONE TEXT AMENDMENT TO AMEND REGULATIONS THAT GOVERN EXTENDED HOUR BUSINESSES, CITYWIDE, WEST HOLLYWOOD, CALIFORNIA;" and 2) Close the Public Hearing for Item 10.B. **Moved by Commissioner Hoopingarner, seconded by Commissioner Bass and unanimously passes.**

**C. Zone Text Amendment**

**Temporary Sign Standards:**

Brant Birkeland, Economic Development Analyst, provided a verbal presentation and background information as presented in the staff report dated Thursday, September 7, 2017.

He provided a history of the request and stated the amendments to the West Hollywood Municipal Code will allow more flexibility and creativity in the design, size and placement of temporary signs for windows and glass doors.

He detailed City Council directive, commercial and residential signage, design, size, and placement requirements, and activating vacant buildings. He provided examples and spoke regarding the proposed amendments, which are focused on future occupant signs, improved commercial property signs, and individual tenant space signage.

The commission requested clarification on signage size, and possible enforcement issues.

Chair Buckner opened public comment for Item 10.C.:

EDWARD LEVIN, WEST HOLLYWOOD, spoke in support of staff's recommendation of approval to the City Council.

GENEVIEVE MORRIL, WEST HOLLYWOOD, President, CEO, West Hollywood Chamber of Commerce, spoke in support of staff's recommendation of approval to the City Council.

**ACTION:** Close public hearing for Item 10.C. **Motion carried by consensus of the Commission.**

The commission discussed the possible impacts, visual elements, economic impacts, and artistic branding,

**ACTION:** 1) Adopt Resolution No. PC 17-1218 as presented: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A ZONE TEXT AMENDMENT TO THE WEST HOLLYWOOD MUNICIPAL CODE TO AMEND REGULATIONS THAT GOVERN TEMPORARY SIGNS, CITYWIDE, WEST HOLLYWOOD, CALIFORNIA;” and 2) Close the Public Hearing for Item 10.C. **Moved by Commissioner Aghaei, seconded by Commissioner Hoopingarner and unanimously passes.**

**11. NEW BUSINESS.**

**A. Amend Planning Commissioner Calendar Year 2017.**

The Planning Commission considered a request to add a special meeting date on Thursday, November 30, 2017.

**ACTION:** 1) Officially add a special meeting on Thursday, November 30, 2017 to the Planning Commission calendar. **Moved by Vice-Chair Jones, seconded by Commissioner Aghaei and unanimously passes.**

**12. UNFINISHED BUSINESS.** None.

**13. EXCLUDED CONSENT CALENDAR.** None.

**14. ITEMS FROM STAFF.**

**A. Planning Manager’s Update.** None.

**15. PUBLIC COMMENT.**

EDWARD LEVIN, WEST HOLLYWOOD commented on the planning process.

**16. ITEMS FROM COMMISSIONERS.**

Commissioner Hoopingarner had concerns and requested staff strives to assure Building and Safety signs off on all plans before they are brought before the commission.

Commissioner Carvalheiro stated his support of a city architect.

**17. ADJOURNMENT:** Noting the official cancellation of the Planning Commission meeting on Thursday, September 21, 2017, the Planning Commission adjourned at 9:00 P.M. to a regularly scheduled meeting on Thursday, October 5, 2017 beginning at 6:30 P.M. until completion at West Hollywood Park Public Meeting Room – Council Chambers, 625 N. San Vicente Boulevard, West Hollywood, California. **Motion carried by consensus of the Commission.**

**PASSED, APPROVED AND ADOPTED** by the Planning Commission of the City of West Hollywood at a regular meeting held this 5<sup>th</sup> day of October, 2017 by the following vote:

AYES: Commissioner: Aghaei, Altschul, Bass, Carvalheiro, Hoopingarner, Vice-Chair Jones, Chair Buckner.

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: None.



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SUE BUCKNER, CHAIRPERSON

ATTEST:



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DAVID K. GILLIG, COMMISSION SECRETARY