



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting
March 15, 2018**

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

1. **CALL TO ORDER:** Chair Buckner called the meeting of the Planning Commission to order at 6:41 P.M.
2. **PLEDGE OF ALLEGIANCE:** James Mills led the Pledge of Allegiance.
3. **ROLL CALL:**
Commissioners Present: Altschul, Bass, Carvalheiro, Hoopingarner, Vice-Chair Jones, Chair Buckner.

Commissioners Absent: Aghaei.

Staff Present: Laurie Yelton, Associate Planner, Rachel Dimond, Senior Planner, David DeGrazia, Current and Historic Preservation Planning Manager, Bianca Siegl, Long Range and Mobility Planning Manager, Lauren Langer, Acting Assistant City Attorney and David Gillig, Commission Secretary.
4. **APPROVAL OF AGENDA.**
Pull Item 9.A. – 2017 Housing Element Annual Progress Report, and Item 9.B. – Transportation Demand Management Program from the Consent Calendar for discussion.

ACTION: Approve the Planning Commission Agenda of Thursday, March 15, 2018 as amended. **Moved by Commissioner Bass, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**
5. **APPROVAL OF MINUTES.**

A. **March 1, 2018**

ACTION: Continue to Thursday, April 5, 2018. **Motion carried by consensus of the Commission.**
6. **PUBLIC COMMENT.**
RIC ABRAMSON, WEST HOLLYWOOD commented on and requested clarification regarding staff level approvals of the R3 and R4 zones for multi-family developments.

7. DIRECTOR'S REPORT.

John Keho, Interim Planning and Development Services Director, stated the Community Development Department has officially had a title change to Planning and Development Services Department. The department still consists of Building and Safety, Current and Historic Preservation Planning, and Long Range and Mobility Planning.

He stated the next City Council meeting on Monday, March 19, 2018 will hear the zone text amendment regarding the electric vehicles charging stations, and the project located at 9091 Santa Monica Boulevard.

An item will also be discussed regarding analyses of live work facilities and home businesses.

Lauren Langer, Acting Assistant City Attorney stated the Melrose Triangle case; which the Planning Commission and City Council both approved, was challenged on the environmental impact report, regarding the historic building on the site. The trial court agreed with the city's decisions and findings. That decision was challenged and it went before the Court of Appeals. The Court of Appeals agreed that the environmental impact report was adequate. The case was published; meaning it can be used as precedent moving forward in other CEQA questions. It was then challenged before the Supreme Court to de-publish the case, and the Supreme Court decided not to have the case de-published.

8. ITEMS FROM COMMISSIONERS. None.

9. CONSENT CALENDAR.

A. 2017 Housing Element Annual Progress Report.

The Planning Commission received the draft 2017 Annual Progress Report on fulfilling the 2014-2021 programs included in the Housing Element of the General Plan.

The Housing Element is one of the required elements of the General Plan, and establishes the City's goals and programs for housing. The current planning cycle is for 2014 through 2021. The City Council adopted the current Housing Element update on December 2, 2013, and the California Department of Housing and Community Development (HCD) certified the document on January 14, 2014.

The commission commended staff for their work and dedication for exceeding the number of housing units required by the state.

The commission had concerns there were community meetings regarding housing scheduled at the same time as planning commission hearings. The commission encouraged staff to schedule meetings and reach out to community members to provide them an opportunity to participate in the housing conversations, without conflicting with other city meetings.

ACTION: Receive and file. **Moved by Commissioner Hoopingarner, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**

B. Transportation Demand Management Program.

The Planning Commission received an update on the enhancement to the City's Transportation Demand Management (TDM) Program.

The City is updating its Transportation Demand Management ordinance to help manage congestion, reduce drive-alone trips, and reduce greenhouse gas emissions through partnering with businesses and new developments to provide more travel options for their employees, residents, and visitors.

To be able to manage future growth and the increase in "demand" on the transportation infrastructure, the City's 2011 General Plan identified various policies including the implementation of a robust updated TDM program to reduce auto trips associated with new development.

The Planning Commission currently and will continue to see TDM strategies applied in new developments as the identification of these strategies will be part of the conditions for approval of new development.

Commissioner Bass noted for the record he was a member of this working group. He felt that community stakeholder input or involvement did not sufficiently happen, and clarified the staff report does not accurately depict what happened.

Commissioner Hoopingarner noted she attended the last meeting of this working group. She stated the group and the Chamber of Commerce believed it needed additional meetings and work before this item moved forward.

Bianca Siegl, Long Range and Mobility Planning Manager, clarified this is just the beginning of the process, and is simply a progress report to the commission. Staff is currently still working on the development of the policy, and there will be additional meetings and updates regarding this item.

ACTION: Receive and file. **Moved by Commissioner Hoopingarner, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**

10. PUBLIC HEARINGS.

A. **Appeal of 8500 Sunset Boulevard, West Tower:**

Rachel Dimond, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, March 15, 2018.

She stated this is an appeal of a zoning interpretation; and de novo hearing which addressed whether dwelling units located in the West Tower of 8500 Sunset Boulevard, West Hollywood, California are: a) being used as a "hotel"; b) are not being rented on a "long-term" basis"; and c) are not being used as approved, in contravention of the zoning ordinance, the applicable development agreement and project entitlements.

She provided background history of the project site, and spoke and clarified the development agreement, associated development permits, tentative tract map, certificate of occupancy, ground floor commercial spaces, current ownership, zoning ordinance interpretation, east tower uses, west tower uses, environmental impacts, long term housing needs, zoning ordinance amendments, hotel usage description, long term uses, transitional housing, emergency shelter, corporate housing, market rate housing units, affordable housing requirements, mixed-use component, and the essential needs for additional housing stock.

Staff recommends upholding the zoning interpretation.

The commission had concerns regarding the large volumes of supplemental materials and development agreements that were distributed on short notice. No informed decision can be made without reading all of the material provided.

The commission requested clarification regarding the placement and locations of the current billboards.

Discussion was held regarding the public hearing process, the inability to read all the additional supplemental materials provided, transparency, and whether this item should be officially continued to another date.

Commissioner Altschul, Bass, Carvalheiro, Hoopingarner, Vice-Chair Jones, and Chair Buckner disclosed for the record they either spoke with the appellants, met with the appellants, and made site visits. They discussed matters contained in the staff report.

The commission stated they asked for a copy of the development agreement early in the week. They did not receive it until the night of the public hearing.

STEVEN ELLIS, LOS ANGELES, appellant's representative, stated they are prepared to move this forward as soon as possible.

Commissioner Hoopingarner moved to: 1) continue to a date certain of April 19, 2018.

Seconded by Chair Buckner.

Commissioner Altschul requested any documents must be submitted by April 9, 2018 to be considered by staff and the appellant.

ACTION: Continue to Thursday, April 19, 2018. **Moved by Commissioner Hoopingarner, seconded by Chair Buckner and passes, noting Commissioner Bass and Vice-Chair Jones voting NO, and Commissioner Aghaei absent.**

B. 634 N. Huntley Drive.

Applicant is requesting a subdivision of a three-unit multi-family residential building. The building was previously approved by staff as apartment units on August 10, 2017. Subdivision applications shall be reviewed and approved by the Planning Commission.

The commission requested clarification of the inconsistency regarding the number of units stated in the staff report and resolution, and questioned why the off -site parking conditions have not been referenced in the resolution.

Laurie Yelton, Associate Planner, stated on page 4 of 5 of the staff report, there was a typographical error in the number of units. It should be reflected as a three-unit apartment building. The resolutions are correct.

She informed the commission the conditions regarding off-site parking are in the original resolution of approval for the development project.

Chair Buckner noted for the record that tract maps must be approved by the Planning Commission per state code.

ACTION: 1) Approve the application; 2) Adopt Resolution No. PC 18-1247 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, APPROVING A SUBDIVISION PERMIT FOR THREE CONDOMINIUM UNITS, LOCATED AT 634 N. HUNTLEY DRIVE, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 10.B. **Moved by Commissioner Bass, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**

C. 1236 N. Spaulding Avenue.

Applicant is requesting a subdivision of a three-unit multi-family residential building. The building was previously approved by staff as apartment units on May 8, 2017. Subdivision applications shall be reviewed and approved by the Planning Commission.

The commission requested clarification of the inconsistency regarding the number of units stated in the staff report and resolution.

Laurie Yelton, Associate Planner, stated on page 4 of 5 of the staff report, there was a typographical error in the number of units. It should be reflected as a three-unit apartment building. The resolutions are correct.

ACTION: 1) Approve the application; 2) Adopt Resolution No. PC 18-1249 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, APPROVING A SUBDIVISION PERMIT FOR THREE CONDOMINIUM UNITS, LOCATED AT 1236 N. SPAULDING AVENUE, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 10.C. **Moved by Commissioner Bass, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**

D. 1236 N. Fairfax Avenue.

Applicant is requesting a subdivision of a four-story, seven-unit, multi-family residential building. The building was previously approved by staff as apartment units on September 3, 2017. Subdivision applications shall be reviewed and approved by the Planning Commission.

ACTION: 1) Approve the application; 2) Adopt Resolution No. PC 18-1248 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, APPROVING A SUBDIVISION PERMIT FOR SEVEN CONDOMINIUM UNITS, LOCATED AT 1236 N. FAIRFAX AVENUE, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 10.D. **Moved by Commissioner Bass, seconded by Vice-Chair Jones and passes, noting Commissioner Aghaei absent.**

11. NEW BUSINESS.

A. Appointment to Green Building Program Working Group:

In February 2018, City Council authorized commencement of the process to update the West Hollywood Green Building Program, as an essential next step in reinforcing the City of West Hollywood's leadership in green building. The new program will reflect the City's sustainability priorities as well as changes in State law and green building design best practices.

The scope of work includes the establishment of two working groups, including a Green Building Program Working Group that will consist of various stakeholders from the West Hollywood community. The purpose of these working groups will be to obtain feedback and input on the current Green Building Program as well as new ideas and aspirations for the program's update. A total of four Green Building Program Working Group meetings will occur throughout the project, with the first of these meetings beginning in early April.

Staff recommends the commission appoint two Planning Commissioners to serve as a regular and alternate participant in the Green Building Program Working Group.

ACTION: 1) Appoint: a) Commissioner Hoopingarner as a regular; and b) Commissioner Bass as an alternative. **Motion carried by consensus of the Commission.**

12. UNFINISHED BUSINESS. None.

13. EXCLUDED CONSENT CALENDAR. None.

14. ITEMS FROM STAFF.

A. Planning Manager's Update. None.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS.

Commissioner Carvalho questioned how exemplary design status is achieved on projects.

David DeGrazia, Current and Historic Preservation Planning Manager stated that topic will be covered in an architectural review training by Gwynn Pugh at an upcoming meeting.

Vice-Chair Jones thanked Ruth Bader Ginsberg, Associate Justice of the Supreme Court of the United States for her service and wished her a happy birthday.

Chair Buckner stated the Los Angeles Marathon will be taking place in West Hollywood on Sunday, March 18, 2018.

Commissioner Hoopingarner stated the city recently put out RFPs for seven Parklet Designs in the City of West Hollywood. The City will give a \$25,000 grant to teams working on the design. She encouraged participation.

Commissioner Altschul provided an update on Jeanne Dobrin. He wished her a speedy recovery.

Commissioner Bass requested the meeting adjourned in the memory of Mayor Pro-Tempore Duran's mother Carmen Gloria Duran.

17. **ADJOURNMENT:** The Planning Commission adjourned in memory of Carmen Gloria Duran at 8:00 P.M. to a regularly scheduled meeting on Thursday, April 5, 2018 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 5th day of April, 2018 by the following vote:

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

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: Commissioner Aghaei.



SUE BUCKNER, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY