



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting
June 21, 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 6:35 p.m.

2. **PLEDGE OF ALLEGIANCE:** Edward Levin led the Pledge of Allegiance.

3. **ROLL CALL:**

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

Commissioners Absent: Bass.

Staff Present: John Mayer, Senior Planner, Tara Worden, Assistant 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.**

ACTION: Approve the Planning Commission Agenda of Thursday, June 21, 2018 as presented. **Moved by Commissioner Aghaei, seconded by Vice-Chair Jones and passes, noting Commissioner Bass absent.**

5. **APPROVAL OF MINUTES.**

Secretary Gillig stated on page 124 of 217, Commissioner Altschuls comments were actually made by Commissioner Aghaei.

A. June 7, 2018 (verbatim transcription)

ACTION: Approve the Planning Commission regular meeting minutes of Thursday, June 7, 2018 as amended. **Moved by Commissioner Aghaei, seconded by Vice-Chair Jones and passes, noting Commissioner Bass absent.**

6. PUBLIC COMMENT.

DENNIS GRANT, WEST HOLLYWOOD commented on inconsistencies in state housing laws, accessory dwelling units, and parking requirements.

7. DIRECTOR'S REPORT. None.

8. ITEMS FROM COMMISSIONERS.

Vice-Chair Jones stated the public meeting regarding the Seismic Ordinance and the possible impacts to renters has been cancelled for Saturday, June 23, 2018. It will be rescheduled at a later date.

Commissioner Hoopingarner requested when future zone text amendments are brought forward, the original City Council directive should be included as an exhibit.

9. CONSENT CALENDAR. None.

10. PUBLIC HEARINGS.

A. 1011 and 1015 N. Crescent Heights Boulevard:

John Mayer, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, June 21, 2018.

He stated the applicant is requesting to demolish two single-family homes and detached accessory structures, and construct a new three-story, 11,726 square-foot, twelve-unit apartment building over one level of subterranean parking. The project also involves a lot line adjustment that would combine the two lots.

He spoke regarding neighborhood compatibility, baseline density, height, massing, affordable housing units, central courtyard area, front yard setback, landscaping, pedestrian and vehicle access, parking, storage areas, unit sizes, private outdoor open spaces, private patios and decks, design review subcommittee comments, urban design elements, front elevation, side elevations, exterior materials, and encroachments of six foot step backs.

Staff is recommending approval of the proposed project.

The commission requested staff to define exemplary design.

David DeGrazia, Current and Historic Preservation Planning Manager, stated staff is currently working on a draft definition of exemplary design, which will be brought forward to the commission for comments. The final definition will be included on future applications.

Staff made a correction to Resolution No. PC 18-1255, Condition 2.2) as follows:

- 2.2) this building design is deemed exemplary and is not required to step back portions of the upper floors facing the street, as these tall components help break down the overall mass of the project. ~~The building is uniquely three dimensional and addresses the corner lot with openness and interest.~~

The commission requested clarification regarding green points and the fixed storefronts.

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

DERRECK LEVITT, LOS ANGELES, architect, presented the applicant's report. He provided a history of the project, and spoke regarding neighborhood compatibility, courtyard circulation, community space, massing, affordable housing, previous design versus current design elements, elevator placement, landscaping, unit sizes, and step backs.

EDWARD LEVIN, WEST HOLLYWOOD has concerns regarding this item. He spoke on the calculations regarding the market rate units and affordable housing units.

GEORGE T. BUJARSKY, WEST HOLLYWOOD has concerns regarding this item. He spoke on the design of the proposed project.

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

The commission spoke on the revised design, courtyard design, landscaping, and color schemes.

The commission had concerns with the internal layout designs, private open space, and space functionality and usability.

Commissioner Hoopingarner moved to: 1) approve staff's recommendation of approval, with Condition 2.2) amended by staff.

Seconded by Commissioner Carvalheiro.

ACTION: 1) Approve the application, 2) **Adopt Resolution No. PC 18-1255 as amended:** a) *Change Condition 2.2) to read as follows: "This building design is deemed exemplary and is not required to step back portions of the upper floors facing the street, as these tall components help break down the overall mass of the project. ~~The building is uniquely three dimensional and addresses the corner lot with openness and interest.~~"* "A RESOLUTION OF THE PLANNING COMMISSION OF THE

CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING A DEMOLITION PERMIT, DEVELOPMENT PERMIT AND A LOT LINE ADJUSTMENT IN ORDER TO COMBINE TWO LOTS INTO ONE LOT, DEMOLISH TWO SINGLE-FAMILY HOMES AND ACCESSORY STRUCTURES FOR THE CONSTRUCTION OF A NEW THREE-STORY, TWELVE-UNIT APARTMENT BUILDING OVER SUBTERRANEAN PARKING LOCATED AT 1011 N. CRESCENT HEIGHTS BOULEVARD, WEST HOLLYWOOD, CALIFORNIA, AND 1015 N. CRESCENT HEIGHTS BOULEVARD, WEST HOLLYWOOD, CALIFORNIA. and 3) Close the Public Hearing for Item 10.A. **Moved by Commissioner Hoopingarner, seconded by Commissioner Carvalho and passes, noting Commissioner Bass absent.**

Commission Secretary Gillig officially read into the record the appeal procedure for 1011 and 1015 N. Crescent Heights Boulevard, West Hollywood, California.

The Resolution the Planning Commission just approved memorializes the Commission's final action on this matter. This action is subject to appeal to the City Council. Appeals must be submitted within ten calendar days from this date, to the City Clerk's office. Appeals must be in writing and accompanied by the required fees. The City Clerk's office can provide appeal forms and information about waiver of fees.

**B. Zone Text Amendment
Live Work Home Businesses:**

Tara Worden, Assistant Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, June 21, 2018.

She provided background history and timelines, stating the commission is to consider text changes to the West Hollywood Zoning Ordinance to increase the number of home business employees, and revise the design and parking standards to incentivize live/work developments and to prioritize the reuse of existing buildings for the purpose of live/work units.

She spoke and detailed the following:

Employees of Home Businesses

The West Hollywood Municipal Code (WHMC) allows home businesses in residential units that do not negatively impact the residential character and the peaceful enjoyment of the property by other residents. Regulations related to home business are intended to preserve the residential character of neighborhoods and preclude large businesses and/or those with numerous customer visits. Currently the WHMC limits the number of employees to one between 8:00 a.m. and 8:00 p.m.

Staff recommends amending this regulation to provide more flexibility in the number of employees by allowing two employees (in addition to the owner) on the premises between 8:00 a.m. and 8:00 p.m. By granting one employee in addition to the already permitted employee count, the City will allow home business operators the opportunity and flexibility to scale up their business without incurring additional overhead costs associated with leasing an office space. Parking concerns may need to be addressed if residents are impacted by an increase in demand.

In addition to the changes to the Zoning Ordinance, staff recommends updating the Business Tax License Certificate to include a response category that clarifies if the business is operated from a residence. This will improve the City's data management files and expedite data requests regarding home businesses.

Live/Work Design Standards

Staff recommends that the design standards applied to live/work units be revised to allow a range in the amount of non-residential space required, from 20 to 50 percent. The Federal Housing Authority (FHA) will not provide mortgage insurance for projects where more than 25 percent of the total space is used for non-residential purposes. In order to provide homeownership opportunities to today's entrepreneurial class of creators/artists/makers and to incentivize the reuse of existing buildings, staff recommends this policy replace the current requirement, as it prescribes inflexible standards that specify the location of non-residential space. Allowing a flexible range of non-residential use space provides developers with the ability to meet the needs of different types of potential tenants, and is a key component of a successful live/work ordinance.

Live/Work Parking Standards

The proposed zone text amendment would require that new development projects provide one parking space per live/work unit, as opposed to the commercial parking standard that is currently applicable to live/work units (3.5 spaces per 1,000 SF). This reduction in parking requirements is intended to incentivize the inclusion of live/work units in new development projects.

To provide further incentive for live/work projects and the reuse of existing buildings, staff recommends applying different parking standards. The proposed zone text amendment does not require any parking for live/work units included in projects that reuse existing buildings, but rather allows developers to provide parking spaces for live/work units if deemed necessary. This is intended to make it easier and more affordable to redevelop older, existing buildings that may not have any parking on-site.

Addressing Affordability

Staff initially recommended live/work units be considered residential in nature which would require such developments to comply with the affordable housing requirements by providing on-site affordable units or a fee-in-lieu. Council directed staff to maintain the commercial assignment of live/work units, which does not require the provision of affordable housing on-site. Instead, live/work units as a commercial use are required to pay a commercial linkage fee-in-lieu into the City's Affordable Housing Trust Fund. While this contributes to the provision of affordable units within the City, this does not address the affordability of the live/work units themselves.

The proposed zone text amendment provides more flexible design standards and allows for expanded types of commercial uses in addition to retail.

Staff suggests that the significant reduction in parking standards and the provision of flexible design standards in part will provide flexibility in the types of live/work development thus providing a wider range of live/work price points on the real estate market.

The commission requested clarification regarding the parking standards.

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

EDWARD LEVIN, WEST HOLLYWOOD has concerns regarding this item. He spoke regarding the definition of live/work, residential zoning, pedestrian oriented frontage, and parking calculations.

The commission discussed and recommended tightening the language regarding ground floor commercial space. They would like to make sure all live work is ground floor.

Discussion was held regarding the parking, and requested a consideration of one parking per 1,000 square-feet, with a minimum of one for new builds only.

Concerns were raised regarding adaptive reuse parking, and minimum unit sizes.

Commissioner Hoopingarner moved to: 1) adopt staff's recommendations to City Council with the comments provided; a) changing the one space per 1,000 for new build, b) protection of existing non-conforming parking for adaptive reuse, and c) all ground floor commercial space shall be pedestrian orientation frontage.

Seconded by Commissioner Aghaei.

Discussion was held regarding ground floor commercial space and access. The commission decided it should read as: a) each live/work unit on the ground floor shall have a pedestrian oriented frontage that publicly displays the commercial use on the interior of the structure.

Lauren Langer, Acting Assistant City Attorney, read the recommendations in question into the record:

Section 19.36.160(B)(4) shall read as follows: "Each live/work unit shall have commercial use on the ground floor of the structure. Each live/work unit on the ground floor shall have a pedestrian oriented frontage that publicly displays the commercial use on the interior of the structure."

Parking: "As part of new development one space for 1,000 square-feet feet." "When an existing structure is reused for live/work, no space is required for the live/work units provided that nonconforming buildings cannot increase a parking nonconformity if there are any other uses in the building."

ACTION: 1) **Adopt Resolution No. PC 18-1267 as amended:** a) *change Section 19.36.160(B)(4) to read as follows: "Each live/work unit shall have commercial use on the ground floor of the structure. Each live/work unit on the ground floor shall have a pedestrian oriented frontage that publicly displays the commercial use on the interior of the structure",* b) *"As part of new development one space for 1,000 square-feet feet",* and c) *"When an existing structure is reused for live/work, no space is required for the live/work units provided that nonconforming buildings cannot increase a parking nonconformity if there are any other uses in the building."* "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 TITLE 19, WEST HOLLYWOOD MUNICIPAL CODE, TO INCREASE THE NUMBER OF PERMITTED HOME BUSINESS EMPLOYEES AND AMEND THE LIVE/WORK DESIGN AND PARKING STANDARDS, WEST HOLLYWOOD, CALIFORNIA;" and 2) Close the Public Hearing for Item 10.B. **Moved by Commissioner Hoopingarner, seconded by Commissioner Aghaei and passes, noting Commissioner Bass absent.**

THE COMMISSION TOOK A FIVE (5) MINUTE RECESS AT 8:00 P.M. AND RECONVENED AT 8:05 P.M.

C. Zone Text Amendment

Parking Incentives Program Share:

Rachel Dimond, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, June 21, 2018.

She stated the Planning Commission is to consider an amendment to the West Hollywood Zoning Ordinance to provide a parking incentive for car share. The proposed zone text amendment allows new hotels and buildings with 10 or more residential units that meet affordable housing requirements on site to reduce their overall parking requirement when they provide car share parking spaces with car share vehicles on-site.

She spoke regarding City Council direction, current car share services within the City of West Hollywood, and proposed regulations.

The proposed zone text amendment includes the following components:

Applicability: Construction of new hotels or buildings with at least 10 residential units that meet affordable housing requirements on-site;

Ratio of ride-sharing parking spaces to reduction in parking spaces: 2 regular spaces reduced for every 1 car share parking space provided);

Maximum number of spaces to be replaced: Up to 4 spaces;

Design standards:

- Location: Spaces in close proximity to pedestrian access to the garage
- Parking space dimensions: Must be standard parking space
- EV charging requirements: Each space must provide at least a level 2 electric vehicle charger

Operational standards:

- Car share organization: Must own, manage, maintain and insure vehicles
- Access: 24 hour public access required
- Contract with car share organization: Provided to the City on annual basis

- Procedures for non-compliance: If car share organization cannot provide actual cars for car share on-site, the developer can build new parking spaces, buy parking credits, get a shared parking permit, utilize other reduction in parking requirements provisions, provide car share memberships to tenants in the building, or other similar mechanism as approved by the Director

Signage: Allowed up to 3 square feet per frontage for car share business identification signage.

The commission requested clarification and questioned tandem versus non-tandem parking spaces, parking credits, parking credit overall costs, qualifying car sharing companies, and incentivizing more affordable housing.

The commission suggested the language should indicate non-tandem parking spaces, the agreement with car sharing companies, and strike the language recommending parking credits.

Commissioner Aghaei moved to: 1) adopt staff's recommendations to City Council with the comments provided; and a) adding non-tandem parking spaces.

Seconded by Chair Buckner.

ACTION: 1) **Adopt Resolution No. PC 18-1266 as amended:** a) *add "non-tandem" to Table 3-7- Car share vehicles in dedicated car share parking space to read as follows: "For new construction of a hotel or a structure with at least 10 dwelling units with required affordable housing on-site, publicly available car share vehicles provided within the building in covered dedicated standard sized non-tandem parking spaces, located in close proximity to pedestrian access to the garage and accessible to car share program members 24 hours a day. .."; "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A ZONE TEXT AMENDMENT AMENDING TITLE 19, WEST HOLLYWOOD MUNICIPAL CODE, TO ALLOW FOR A PARKING REDUCTION WHEN PROVIDING CAR SHARE IN CERTAIN DEVELOPMENT PROJECTS, WEST HOLLYWOOD, CALIFORNIA;"* and 2) Close the Public Hearing for Item 10.C. **Moved by Commissioner Aghaei, seconded by Chair Buckner and passes, noting Commissioner Bass absent.**

11. NEW BUSINESS.

A. Addition of a Special Meeting of the Planning Commission on Thursday, August 30, 2018.

ACTION: 1) Tentatively schedule a special meeting date for Thursday, August 30, 2018, pending verification of a quorum. **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.

Bianca Siegl, Long Range and Mobility Planning Manager stated with the new budget year, City Council changed Long and Mobility Planning to Long Range Planning. The mobility aspect will be moved under the Engineering Division.

15. PUBLIC COMMENT.

GEORGE BURJARSKI, WEST HOLLYWOOD spoke regarding community and sense of community.

16. ITEMS FROM COMMISSIONERS.

Vice-Chair Jones reminded the public the Long Range Planning Projects Subcommittee meetings are posted on-line and encouraged participation.

Commissioner Hoopingarner requested staff post the Long Range Planning Projects Subcommittee staff reports and exhibits on-line.

17. ADJOURNMENT: Noting the cancellation of the Planning Commission meeting on Thursday, July 5, 2018, the Planning Commission adjourned at 8:40 P.M. to a regularly scheduled meeting on Thursday, July 19, 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 19th day of July, 2018 by the following vote:

AYES:	Commissioner:	Aghaei, Altschul, Buckner, Hoopingarner, Vice-Chair Carvalheiro, Chair Jones.
NOES:	Commissioner:	None.
ABSENT:	Commissioner:	None.
ABSTAIN:	Commissioner:	Bass.



STACEY JONES, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY