



**CITY OF WEST HOLLYWOOD  
PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
DIRECTOR'S HEARING  
MEETING AGENDA  
TUESDAY, NOVEMBER 9, 2021 -- MEETING TIME 5:00 PM  
TELECONFERENCE**

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IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AB 361 HAS AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE BECAUSE STATE AND LOCAL OFFICIALS ARE RECOMMENDING MEASURES TO PROMOTE SOCIAL DISTANCING.

**TO PARTICIPATE BY PROVIDING AN E-COMMENT:**

To better facilitate the remote meeting, members of the public who wish to comment on matters before the Director of Planning and Development Services Department are strongly encouraged to email your comments to Danny Casillas at [dcasillas@weho.org](mailto:dcasillas@weho.org) no later than 4:00 p.m. on the Director of Planning and Development Services Department meeting day.

*Note: E-Comments received by 4:00 p.m. will be forwarded to the Director of the Planning and Development Services Department and posted on the City's website as part of the official meeting record.*

**YOU MAY PARTICIPATE AND VIEW THE MEETING VIA THE ZOOM PLATFORM:**

When you enter the meeting, please make sure to turn off your video and mute your audio.

If you wish to make a public comment, please use the 'raised hand' feature in the Zoom application. You will be called at the appropriate time. Please turn on your video and audio to make your public comment. Comments from the public are limited to 3 minutes per speaker.

<https://zoom.us/j/96306161349>

**TO PARTICIPATE BY PROVIDING PUBLIC COMMENT BY TELEPHONE:**

*This option is to provide public comment via phone ONLY.*

1. **You are strongly encouraged to Email [dcasillas@weho.org](mailto:dcasillas@weho.org) in advance of the Director of Planning and Development Services Department, to be added to the Public Speaker List for the meeting. Please include your name, the phone number from which you will be calling, and which item you would like to speak on.**
2. **Dial-in 10 minutes prior to the start of the meeting (*the meeting begins at 5:00 p.m.*) You will be placed on HOLD in the Virtual Waiting Room until it is your turn to speak.**  
**Dial-in: (669) 900-6833**  
**Meeting ID: 963 0616 1349**
3. **PLEASE MUTE YOUR PHONE UNTIL YOU ARE CALLED TO SPEAK.** Comments from the public are limited to 3 minutes per speaker.

**1. CALL TO ORDER**

**A. Approval of Agenda**

**B. Report on Posting of Agenda**

*(This agenda was posted at: City Hall, Plummer Park, the West Hollywood Sheriff's Station, and on-line at [www.weho.org](http://www.weho.org) )*

**2. APPROVAL OF MINUTES**

Approve the minutes of prior Planning & Development Services Department Director's Hearing.

A. October 12, 2021

**3. CONSENT CALENDAR.**

No Item

**4. PUBLIC HEARING**

**A. 8478 Melrose Avenue**

This proposal is a request to remodel an existing restaurant's interior space and convert the adjacent surface parking lot into an expanded outdoor dining area for a new restaurant tenant. The expansion includes an additional 4,085 square feet of new outdoor dining space to the existing 390-square-foot outdoor dining area. The applicant is requesting an Administrative Permit (AP) for the existing and expanded outdoor dining areas and an amendment to the existing Minor Conditional Use Permit (MCUP) for the incidental sales, service, and consumption of full alcohol within the indoor and outdoor dining areas in conjunction with the interior and exterior improvements. The application also includes a request to extend the hours of operation. The parking required for the additional outdoor dining will be satisfied by the City's Parking Credits Program. The project site is located at 8478 Melrose Avenue within the Commercial, Neighborhood 1 (CN1) zoning district. (Maison Ago)

**Applicant:** Elizabeth Peterson Group (Nik Hlady, Representative)

**Location:** 8478 Melrose Avenue

**Planner:** Adrian Gallo, Associate Planner

**Recommendation:** Staff recommends that the Director of Planning and Development Services hold the public hearing, consider all pertinent testimony, and conditionally approve the application request by adopting the following:

Draft Resolution No. CD 21-265: **"A RESOLUTION OF THE PLANNING AND DEVELOPMENT SERVICES DIRECTOR OF THE CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING AMENDMENTS TO A MINOR CONDITIONAL USE PERMIT AND AN ADMINISTRATIVE PERMIT TO PERMIT THE SALES, SERVICE, AND CONSUMPTION OF FULL ALCOHOL IN THE EXPANDED OUTDOOR DINING AREA, AND EXTEND THE HOURS OF OPERATION FOR A NEW RESTAURANT TENANT, LOCATED AT 8478 MELROSE AVENUE, WEST HOLLYWOOD, CALIFORNIA. (MAISON AGO)"** (EXHIBIT A)

**B. 7253 Santa Monica Boulevard**

The applicant requests approval of a Minor Conditional Use Permit (MCUP 21-0010) to allow the on-site sales, service, and consumption of beer and wine (Type 41) incidental to food service at an existing 885-square-foot restaurant with 248 square feet of outdoor dining located at 7253 Santa Monica Boulevard, West Hollywood (Blackwood Coffee Bar).

**Applicant:** Matthew Mello (FE Design & Consulting)  
**Location:** 7253 Santa Monica Boulevard  
**Planner:** Dereck Purificacion, Associate Planner

**Recommendation:** Staff recommends that the Director of Planning and Development Services hold the public hearing, consider all pertinent testimony, and conditionally approve the application request by adopting the following: Draft Resolution No. CD 21-266: **“A RESOLUTION OF THE PLANNING AND DEVELOPMENT SERVICES DIRECTOR OF THE CITY OF WEST HOLLYWOOD CONDITIONALLY APPROVING A MINOR CONDITIONAL USE PERMIT TO ALLOW THE SALES, SERVICE, AND CONSUMPTION OF BEER AND WINE INCIDENTAL TO FOOD SERVICE FOR AN EXISTING RESTAURANT LOCATED AT 7252 SANTA MONICA BLVD., WEST HOLLYWOOD, CALIFORNIA (BLACKWOOD COFFEE BAR).”** (EXHIBIT A)

5. **EXCLUDED CONSENT CALENDAR.** None

6. **ADJOURNMENT:** *The Planning & Development Services Department Director will adjourn to a regular meeting on **Tuesday, December 14, 2021 at 5:00 PM.** Given the local, state and nation state of emergency, this meeting will be a teleconferenced meeting (with detailed instructions for participation included on the posted agenda).*

AFFIDAVIT OF POSTING

State of California )  
County of Los Angeles )  
City of West Hollywood )

I declare under penalty of perjury that I am employed  
by the City of West Hollywood in the Office of the  
City Clerk, and that this document was posted on:

Date: November 4, 2021  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk

## AGENDA POLICIES

The Planning & Development Services Department Director considers a range of requests for development permits, appeals, and planning policy matters, and conducts public hearings on many of its agenda items. Due to the number, complexity and public interest associated with many agenda items, meetings of the Planning & Development Services Director are generally lengthy. The Planning & Development Services Department Director makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.

**REQUEST TO SPEAK** on an item must be submitted on a Speakers Request Form and submitted to the meeting Secretary. All requests to address the Planning & Development Services Department Director on Public Hearings items must be submitted prior to the Director's consideration of the item.

**CONSENT CALENDAR** items will be acted upon by the Planning & Development Services Department Director at one time without discussion, unless the Director pulls a specific item for discussion.

**PUBLIC HEARINGS PROCEDURES** on each Public Hearing item include presentation of a staff report; Director questions of staff; a ten (10) minute presentation by the project applicant or applicant's representative or team, if any; Director questions of the applicant; three (3) minutes (in order to facilitate the meeting, the Director may lengthen or shorten the three (3) minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration) for each member of the public wishing to speak to the item; five (5) minutes for the project applicant to respond to the public or clarify issues raised by the public; presiding Director decisions.

**PRESENTATIONS BY MEMBERS OF THE PUBLIC** should begin with the speaker stating his or her name and city of residence, followed by a statement regarding the item under consideration. Please speak to the presiding Director.

**PROFESSIONALS APPEARING BEFORE THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT DIRECTOR** should clearly identify their status, such as "attorney", "paralegal", "architect", "designer", or "landscape architect". Instances of misrepresentation of professional status may be referred to the City Attorney for possible prosecution.

**LETTERS OR WRITTEN MATERIALS** regarding agenda items may be submitted to the City Planning Division staff prior to or at the Director Hearing; written materials submitted at least eight (8) days in advance of the meeting will be included in the Director Hearing packet. Materials submitted after the deadline may be difficult for the presiding Director to adequately review.

**\*\*Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, please do not include your address and/or phone number.**

**ASSIGNING OF TIME** is not permitted.

**ACTIONS OF THE PRESIDING DIRECTOR** are legally binding.

The current Planning & Development Services Department Director's Hearing Agenda and Staff Reports are available on-line at [www.weho.org](http://www.weho.org)

#### APPEAL PROCEDURES

Any final determination by the Director of the Planning & Development Services Department may be appealed with just cause and such appeal must be filed within ten (10) calendar days after the Planning & Development Services Department Director's Hearing action. This appeal shall be made in written form to the City Clerk's Office stating the reason for the appeal and accompanied by an appeal fee or required number of signatures.

The City Clerk, upon filing of said appeal, will set petition for public hearing before the Planning Commission at the earliest date.

If you challenge any City of West Hollywood decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on this agenda, or in a written correspondence delivered to the Director of the Planning & Development Services Department at, or prior to, the public hearing.