



**CITY OF WEST HOLLYWOOD
PLANNING & DEVELOPMENT SERVICES DEPARTMENT
DIRECTOR'S HEARING
MEETING AGENDA
TUESDAY, DECEMBER 14, 2021 -- MEETING TIME 5:00 PM
TELECONFERENCE**

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 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 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)

2. APPROVAL OF MINUTES

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

A. November 9, 2021

3. CONSENT CALENDAR.

No Item

4. PUBLIC HEARING

A. 8607 Melrose Avenue

This proposal is a request to expand the existing 250 square-foot outdoor dining area an additional 924 square feet for a total of 1,174 square feet and to expand the on-site sales, service, and consumption of beer and wine (Type 41 License) incidental to food service within the outdoor dining. 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. The parking required for the additional outdoor dining will be satisfied by the City's Parking Credits Program. The project site is located at 8607 Melrose Avenue within the Commercial, Neighborhood 2 (CN2) zoning district (Zinc Cafe).

Applicant: Peter Tejada

Location: 8607 Melrose Avenue

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:

1) Draft Resolution No. CD 21-267: **"A RESOLUTION OF THE PLANNING AND DEVELOPMENT SERVICES DIRECTOR OF THE CITY OF WEST HOLLYWOOD CONDITIONALLY APPROVING AN ADMINISTRATIVE PERMIT AND AN AMENDMENT TO A MINOR CONDITIONAL USE PERMIT TO ALLOW THE SALES, SERVICE, AND ON-SITE CONSUMPTION OF BEER AND WINE IN THE EXPANDED OUTDOOR DINING AREA FOR A NEW RESTAURANT LOCATED AT 8706 MELROSE AVENUE, WEST HOLLYWOOD, CALIFORNIA (ZINC CAFE)."** (EXHIBIT A)

5. EXCLUDED CONSENT CALENDAR. None

6. ADJOURNMENT: *The Planning & Development Services Department Director will adjourn to a regular meeting on **Tuesday, January 11, 2022 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).*

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.

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: December 7, 2021
Signature: \\Alyssa T. Poblador\
Office of the City Clerk

The current Planning & Development Services Department Director's Hearing Agenda and Staff Reports are available on-line at 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.