



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting  
November 7, 2024**

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

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 INDIVIDUAL DISCUSSIONS 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)

Land Acknowledgment: “The West Hollywood Planning Commission acknowledges that the land on which we gather and that is currently known as the City of West Hollywood is the occupied, unceded, seized territory of the Gabrieleño Tongva and Gabrieleño Kizh peoples.”

1. **CALL TO ORDER:** Chair Lombardi called the meeting of the Planning Commission to order at 6:32 p.m.

2. **PLEDGE OF ALLEGIANCE.** Commissioner Jones led the Pledge of Allegiance.

3. **ROLL CALL:**

Commissioners Present: Carvalho, Hoopingarner, Jones, Matos, Solomon, Vice-Chair Gregoire, Chair Lombardi.

Commissioners Absent: None.

Staff Present: Kasey Conley, Associate Planner, Tahirah Farris, Senior Planner, Jennifer Davis, Senior Contract Planner, Ric Abramson, Urban Design and Architecture Studio Manager, Brian League, Property Development Manager, Doug Vu, Current and Historic Preservation Acting Planning Manager, Isaac Rosen, Deputy Legal Counsel, and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

Commissioner Carvalho requested agenda Item 10.A. – 9200 Sunset Boulevard to be moved after agenda Item 10.D. – Zone Text Amendment, Update Regulations for Accessory Dwelling Units, Junior Accessible Dwelling Units, due to his required recusal on agenda Item. 10.A.

Officially continue agenda Item 10.C. – 7748 Santa Monica Boulevard, 1054 N. Genessee Avenue to a date uncertain.

**ACTION:** Approve the Planning Commission agenda for Thursday, November 7, 2024, as amended. **Moved by Commissioner Hoopingarner, seconded by Commissioner Matos and unanimously passes.**

**5. APPROVAL OF MINUTES.**

**A. October 17, 2024**

**ACTION:** Approve the action summary minutes of Thursday, October 17, 2024, as presented. **Moved by Vice Chair Gregoire, seconded by Commissioner Matos and passes, noting Commissioner Jones abstained from this vote.**

**6. PUBLIC COMMENT.**

MAYOR JOHN M. ERICKSON, WEST HOLLYWOOD, thanked the commission for their service and dedication to the residents of West Hollywood.

**7. DIRECTOR'S REPORT.**

Nick Maricich, Community Development Director, stated on Monday, October 21, 2024, the City Council approved the zone text amendment to enable the issuance of demolition permits for vacant properties that pose public safety risks.

The City Council also approved a joint study session of the City Council and the Planning Commission to be held on Monday, February 24, 2025, to discuss development agreements and the city's public benefits policy.

He stated the city will celebrate 40 years of cityhood. This special event will take place on Thursday, November 21, 2024, at the Silver Screen Theater in the Pacific Design Center, 8687 Melrose Avenue, West Hollywood, California. This is a free event and open to the public. Doors open at 5:30 p.m. The official program begins at 6:30 p.m. Please RSVP at <https://bit.ly/WEHODAY40>

He confirmed Jennifer Alkire was recently selected to fill the vacant position of Assistant Director in the Community Development Department, effective October 28, 2024. He stated the city is currently going through the selection process for the Planning Manager's position. Current staff will be rotated in the interim. Doug Vu, Senior Planner is currently in the acting capacity as Planning Manager.

**8. CONSENT CALENDAR.**

**A. 83838 SANTA MONICA BOULEVARD:**

The Planning Commission received a six-month operational review of Barry's, as required under Condition No. 10.9 in Resolution No. PC 21-1388.

**Vice Chair Gregoire moved to: 1) receive and file the report as presented.**

**Seconded by Commissioner Matos.**

**ACTION:** 1) Receive and file the six-month operational review with no action taken. **Moved by Vice Chair Gregoire, seconded by Commissioner Matos and unanimously passes.**

**9. PUBLIC HEARINGS SECTION I:  
PROJECTS SUBJECT TO THE HOUSING ACCOUNTABILITY ACT. None.**

**10. PUBLIC HEARINGS, SECTION II:  
OTHER ITEMS THAT REQUIRE A PUBLIC HEARING UNDER THE LAW.**

*The following items were moved and heard out of order as part of the amended agenda.*

**B. 617-621 N. ROBERTSON BOULEVARD:**

Kasey Conley, Associate Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, November 7, 2024.

She stated this proposal is a determination for general plan consistency for the proposed rehabilitation and development of the property known as the Log Cabin for recovery-related services and public parking uses.

She provided a history of the property stating the City's 2016 Commercial Historic Resources Survey identified the subject property known as the Log Cabin as eligible for listing in the National Register and California Register, and for designation as a West Hollywood Cultural Resource.

Originally owned by the City of Beverly Hills, the property was purchased by the City of West Hollywood in 2022 with a deed restriction that prohibited the redevelopment of the property for any use other than recovery-related services and public parking.

On June 26, 2023, the City Council approved an agreement with Lehrer Architects LA, Inc. for the design development phase for purposes of bidding, permitting, expansion, and rehabilitation of the Log Cabin. On June 25, 2024, the Historic Preservation Commission approved a Certificate of Appropriateness for the proposed rehabilitation and development of the site.

The Historic Preservation Commission asked for clarity of the plans, but overall approved the design compatibility, and the separation of the new buildings from the resource. The commission requested that further research be conducted regarding the decorative metal straps on the entry door, compatible stucco color, preservation of the original window openings, relocation of the dedication stone, and initiation for the local designation of the property by the city.

The project consists of alterations to the existing Log Cabin building that are consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties as well as new development on the remainder of the site.

Once the rehabilitation and new construction are completed the property will be leased to the West Hollywood Recovery Center which will vacate the City-owned Werle building to consolidate their operations to this one location. The city will be responsible for exterior maintenance of the Log Cabin facility and continue to operate the public parking lot.

The proposed project consists of three components:

Component A: Alterations to the existing Log Cabin structure including the demolition of two non-historic additions on the south and west facades, rehabilitation of the faux log and board and batten exterior cladding, reroofing, replacement of non-compatible, non-historic windows with wood-clad aluminum double-hung windows, removal of non-compatible, non-historic doors with wood paneled doors, reconstructed front entry steps, the cleaning and repositioning of the dedication plaque on the east façade, replacement in kind of the flag pole, retention of the pine trees, and removal of a fan from east elevation with interior work including repair of the wood truss ceiling and cleaning of the brick chimney and fireplace; and

Component B: Construction of three new detached structures totaling approximately 3,411 square feet including a 2,870-square-foot Meeting Room Building, west of and behind the Log Cabin, a 213-square-foot Restroom Building along the western rear boundary of the property, and a 328-square-foot Office Building at the southeast corner of the property, in addition to trellises with photovoltaic panels attached to these buildings to shade the parking area; and

Component C: Site improvements including a regraded and paved public parking lot with EV charging stations, ADA access ramp and connecting walkways, metal security gates, and planting beds for landscaping.

She clarified the general plan consistency standards, stating, pursuant to Government Code Section §65401, no public works projects shall be constructed unless determined by the Planning Commission to be consistent with the adopted General Plan.

Additionally, City projects and facilities on property owned, leased, or licensed by the City when used for government purposes are exempt from the Zoning Ordinance requirements if determined by the Planning Commission at a public hearing to be consistent with the General Plan under WHMC Section §19.01.040(K).

General Plan consistency does not mean that an action speaks to or is in exact alignment with all policies in the General Plan but rather that it is in line with the vision set forth in the document and does not impede the implementation of City goals. The proposed rehabilitation and development of the Log Cabin property would be consistent with important City priorities stated in the General Plan and will further the implementation of the following General Plan goals and policies:

Staff finds that the proposed rehabilitation and development project at 617-621 N. Robertson Boulevard is consistent with the General Plan and recommends that the Planning Commission adopt draft Resolution No. PC 24-1572.

Commissioner Solomon disclosed for the record he was a member and provided feedback when this item came before the Public Facilities, Recreation and Infrastructure Commission.

Legal counsel confirmed there are no legal issues with this statement.

Chair Lombardi opened public comments for Item 10.B.

There were no public comments.

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

The commission had concerns and requested clarification regarding the large blank wall, which includes one small window along the N. Robertson Boulevard side. They questioned whether the Historic Preservation Commission commented on or requested the prevention of any type of interior planters in the large central courtyard.

The commission questioned whether it was possible to [perhaps] add solar panels to mitigate the heat factor and create additional shaded space over the gathering area, and if the fenestration or opening requirements have been met for the office space.

Brian League, Property Development Manager, stated the central courtyard was designed to be utilized also as a public parking lot. He stated the current solar panels are net zero, which was the directive. However, staff can bring that back to the design team.

The commission discussed the general plan constancy finding, noting that it meets the guidelines and is consistent with the general plan. They spoke in favor of the facility, which has been supplying the community with sobriety resources and support for decades. They thanked Assembly Democratic Caucus Chair Rick Chavez and Senator Ben Allen who brought forward 1.15 million to have this project completed.

They had concerns and discussed the design, specifically the wall and window articulation along the S.E. side of the property and the N. Robertson Boulevard side. They suggested and strongly encouraged the design team to be mindful about how it relates to the street and the pedestrian experience. They also spoke briefly about additional shading.

Brian League, Property Development Manager, stated this is subject to a public art requirement, and staff are looking at that wall to be included in the public art requirement.

**Commissioner Matos moved: 1) to approve the staff's recommendation of approval and finding general plan consistency as presented.**

**Seconded by Commissioner Jones.**

**ACTION:** 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 24-1572 as presented:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, ADOPTING CATEGORICAL EXEMPTIONS PURSUANT TO CEQA GUIDELINES SECTION §15303 (NEW CONSTRUCTION OR CONVERSION OF SMALL STRUCTURES) AND SECTION §15331 (HISTORICAL RESOURCE RESTORATION/REHABILITATION), AND FINDING CONSISTENCY WITH THE GENERAL PLAN FOR THE REHABILITATION AND DEVELOPMENT OF THE PROPERTY FOR RECOVERY RELATED SERVICES AND PUBLIC PARKING USES LOCATED AT 617-621 N. ROBERTSON BOULEVARD, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 10.B. **Moved by Commissioner Matos, seconded by Commissioner Jones and unanimously passes.**

Commission Secretary Gillig read into the record: Resolution No. PC 24-1572 the Planning Commission just approved for the property located at **617-621 N. Robertson Boulevard** 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. Deadline to file an Appeal on this decision is **Monday, November 18, 2024, at 5:00 p.m.**

**C. 7748 SANTA MONICA BOULEVARD, 1054 N. GENESEE AVENUE:**

The proposed request is for a conditional use permit for the conversion of a mixed-use residential unit to commercial use.

Staff recommends the Commission continue this item to a date uncertain to allow staff time to provide additional information for the requested residential unit conversion into commercial use.

**ACTION:** 1) Continue to a date uncertain. **Moved by Commissioner Hoopingarner, seconded by Commissioner Matos and passed as part of the approved agenda.**

**D. ZONE TEXT AMENDMENT  
UPDATE REGULATIONS FOR ACCESSORY DWELLING UNITS,  
JUNIOR ACCESSORY DWELLING UNITS:**

Tahirah Farris, Senior Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, November 7, 2024.

She stated this proposal is a zone text amendment to Title 19, West Hollywood Zoning Code, amending Chapter 19.36 and Chapter 19.42, and adding Chapter 19.43 to the West Hollywood Municipal Code (WHMC) to update regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units in compliance with State law.

She provided a history of the request, stating that the California Legislature has approved, and the Governor has signed into law, several bills that amended various sections of the Government Code to impose new limits on local authority to regulate accessible dwelling units and junior accessible dwelling units. In 2024, the California Legislature approved, and the Governor signed into law, two new bills: AB 2533 and SB 1211, that further amended state accessible dwelling units.

She detailed the following:

1) AB 2533 – Unpermitted Accessory Dwelling Units and Junior Accessory Dwelling Units.

Subject to limited exceptions, existing state law prohibits a city from denying a permit to legalize an unpermitted accessory dwelling unit constructed before January 1, 2018, if the denial is based on the accessory dwelling unit not complying with applicable building, state, or local accessory dwelling unit standards. One exception allows a city to deny a permit to legalize if the city makes a written finding that correcting the violation is necessary to protect the health and safety of the public or the occupants of the structure.

AB 2533 changes this by: (1) expanding the above prohibition to also include junior accessory dwelling units; (2) moving the construction-cutoff date from January 1, 2018, to January 1, 2020; and (3) replacing the above exception with a requirement that local agencies find that correcting the violation is necessary to comply with the standards specified in Health and Safety Code section §17920.3 (Substandard Buildings).

2) SB 1211, Replacement Parking Requirements; Multifamily Accessory Dwelling Units.

Replacement Parking. Existing state law prohibits the City from requiring off-street parking spaces to be replaced when a garage, carport, or covered parking structure is demolished in conjunction with the construction of, or conversion to, an accessory dwelling unit.

SB 1211 amends this prohibition to now also prohibit a city from requiring replacement parking when an uncovered parking space is demolished for or replaced with an accessory dwelling unit.

#### Multifamily Accessory Dwelling Units.

SB 1211 further defines livable space in connection with converted accessory dwelling units inside a multifamily dwelling structure. Existing state law requires the City to ministerially approve qualifying building-permit applications for accessory dwelling units within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages.

SB 1211 changes this by adding a new definition: “‘Livable space’ means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.”

SB 1211 also increases the number of detached accessory dwelling units that lots with an existing multifamily dwelling can have. Existing state law allows a lot with an existing or proposed multifamily dwelling to have up to two detached accessory dwelling units.

Under SB 1211, a lot with an *existing* multifamily dwelling can have up to eight detached accessory dwelling units, or as many detached accessory dwelling units as there are primary dwelling units on the lot, whichever is less.

#### 3) ADU Permit.

Government Code §66321(b)(3) prohibits jurisdictions from requiring a zone clearance or separate zoning review for accessory dwelling units and junior accessory dwelling units. For consistency with state law, zone clearances will no longer apply to accessory dwelling units. Accessory dwelling units that do not qualify for building-permit-only review will instead be required to apply for an “ADU Permit”.

Chapter 19.42 (Zone Clearances) is amended to remove references to accessory dwelling units and junior accessory dwelling units. Additionally, the City is adding objective standards for front yard setbacks and architectural requirements related to lighting and line of sight for windows and doors for accessory dwelling units that require an ADU Permit. A new chapter (19.43) for accessory dwelling unit permits will also be added to the W.H.M.C.

Staff would like to make the following corrections to “Attachment A – ADU Ordinance Code Amendments” of Resolution No. PC 24-1580:

Page. 12, Subsection D.1.a

“Converted on Single-family lot: One ADU as described in this subsection (D)(1)(a) ~~above~~ and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:...”

Page. 16, Subsection E.2.c

“For the purposes of this subsection (E)(2), the maximum allowable height shall be measured as the vertical distance from the grade existing at the time of the project submittal to an imaginary plane located at the allowed number of feet above and parallel to the existing grade (See Figure 3-2). ~~Natural grade may be substituted for existing grade where the Community Development Director determines that the use of natural grade more accurately serves the purposes of the Zoning Ordinance.~~”

Page 19, Subsection F.1.d.

(A) “Application of other development standards in this subsection (F), such as FAR ~~or lot coverage~~, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (F)(1)(b) above or of an FAR, building separation, or front setback, requirement may require the ADU to be less than 800 square feet.”

Pg. 19, Subsection F.2 is replaced in its entirety with the following:

## 2. Setbacks.

- a. ADUs that are subject to this subsection (F) must conform to four-foot side and rear setbacks.
- b. Subject to subsection (F)(1)(c) above, ADUs that are subject to this subsection (F) and located on a lot in the R-1, R-2, R-3, or R-4 zoning district must conform to the following minimum front setbacks:
  - (i) R-1 and R-2: 10 feet.
  - (ii) R-3: 15 feet.
  - (iii) R-4: 7.5 feet.
- c. No setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing structure.”

Staff recommends that the Planning Commission adopt the draft Resolution recommending that the City Council adopt the proposed ordinance.

Chair Lombardi opened public comments for Item 10.D.

There were no public comments.

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

The commission questioned and asked legal counsel to elaborate on the correspondence that was received from CalHDF. They stated their concerns about receiving this late correspondence from CalHDF after the officially posted deadline, stating this does not allow the commission sufficient time to properly review this document for tonight's public hearing.

Isaac Rosen, Deputy Legal Counsel, affirmed the document was received an hour before the start of the meeting. He stated the City Attorney's office is aware of the series of arguments made by CalHDF. He clarified the following arguments made by CalHDF: 1) illegal deed restriction requirement; 2) the City may not require owner occupancy for any accessible dwelling units; and 3) impermissible discretionary process.

The commission requested clarification regarding the staff change to Page. 16, Subsection E.2.c. They stated the diagram does not match the requested changes and questioned if the diagram needs to be updated.

Tahirah Farris, Senior Planner, stated the diagram references the first part of that section, which staff is not changing or striking out.

**Vice Chair Gregoire moved to: 1) approve staff's recommendation of approval to the City Council, incorporating the edits staff presented.**

**Seconded by Commissioner Matos.**

**ACTION:** 1) **Adopt Resolution No. PC 24-1580 as amended:** a) Page. 12, Subsection D.1.a "Converted on Single-family lot: One ADU as described in this subsection (D)(1)(a) ~~above~~ and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:..."

b) Page. 16, Subsection E.2.c "For the purposes of this subsection (E)(2), the maximum allowable height shall be measured as the vertical distance from the grade existing at the time of the project submittal to an imaginary plane located at the allowed number of feet above and parallel to the existing grade (See Figure 3-2). Natural grade may be substituted for existing grade where the Community Development Director determines that the use of natural grade more accurately serves the purposes of the Zoning Ordinance."

c) Page 19, Subsection F.1.d.

(A) "Application of other development standards in this subsection (F), such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (F)(1)(b) above or of an FAR, building separation, or front setback, requirement may require the ADU to be less than 800 square feet."

d) Page 19, Subsection F.2 is replaced in its entirety by the following:

2. Setbacks.

- a. ADUs that are subject to this subsection (F) must conform to four-foot side and rear setbacks.
- b. Subject to subsection (F)(1)(c) above, ADUs that are subject to this subsection (F) and located on a lot in the R-1, R-2, R-3, or R-4 zoning district must conform to the following minimum front setbacks:
  - (i) R-1 and R-2: 10 feet.
  - (ii) R-3: 15 feet.
  - (iii) R-4: 7.5 feet.
- c. setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing structure.”

“A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF AN ORDINANCE ADOPTING AN AMENDMENT TO TITLE 19, THE ZONING ORDINANCE OF THE WEST HOLLYWOOD MUNICIPAL CODE, TO UPDATE REGULATIONS FOR ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS IN COMPLIANCE WITH CHANGES TO STATE LAW AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER PUBLIC RESOURCES CODE SECTION §21080.17.” and 2) Close the Public Hearing for Item 10.D. **Moved by Vice-Chair Gregoire, seconded by Commissioner Matos and unanimously passes.**

*Commissioner Carvalho recused himself from the dais stating a conflict with the Sunset Arts and Advertising Program. He confirmed for the record that he is in support of the approval of Item 11.A. Meeting Dates for Planning Commission and Subcommittees for Calendar Year 2025 as presented, as well as any amendments that may be made.*

*Commissioner Carvalho officially left the meeting.*

**A. 9200 SUNSET BOULEVARD:**

Jennifer Davis, Senior Contract Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, November 7, 2024.

She stated the proposal is to construct a new two-faced, static billboard in an area in front of 9200 Sunset Boulevard. The proposal also includes site improvements at the base of the billboard structure with pedestrian plazas with seating and interactive plaques describing the history of the billboards along the Sunset Strip. The proposal is called “The Legacy Loop.” This is a recommendation to the City Council regarding the approval of a development agreement, zoning map Amendment, and a sign permit for the construction and installation of the new billboard.

She stated that this was reviewed by the Sunset Arts and Advertising subcommittee in April 2024. The Subcommittee was supportive but had comments on the billboard and site improvement designs.

The subcommittee had concerns about the lack of design features on the back of the sign to make it more welcoming. Various options were suggested, i.e. a welcome sign to be put on the back, live plants, public art, or make the loop material more textural.

In response, the applicant added texture to the back of the sign by adding a cable mesh system on the back of the sign to avoid blank space towards the west. Cladding will have a non-reflective coating/treatment.

The subcommittee raised concerns about QR code technology in the future, media logo signage location, tree replacements, and display information.

The applicant has chosen to keep the media logo sign horizontal, trees on private property will be replaced pursuant to the city's adopted Landscape and Tree Canopy zoning standards. No trees in the public right-of-way shall be removed.

Display information on the interactive boards will be more analog, not just QR codes. The narrative text on the kiosks has been extended and there is a graphic image to provide the storytelling. QR codes are now secondary and shall be replaced if new technology is developed in the future.

Ric Abramson, Urban Design and Architectural Studio manager, presented the design report. He spoke and commented on the materials and cladding of the billboard, rear side of the billboard, the kiosk, plaza elements and the proposed story telling of billboards on the Sunset Strip.

Jennifer Davis, Senior Contract Planner, continued the staff's presentation. She provided visuals of the different angles of the billboard and confirmed and clarified the CEQA documents.

Staff recommends approval of the proposed project to the City Council.

Commissioner Matos disclosed for the record he made a site visit and met with the applicant's representative. They discussed matters contained in the staff report.

Commissioner Jones disclosed for the record she spoke with the applicant's representative. They discussed matters contained in the staff report.

Commissioner Solomon disclosed for the record he spoke with the applicant's representative. They discussed matters contained in the staff report.

Chair Lombardi disclosed for the record he spoke with the applicant's representative. They discussed matters contained in the staff report.

Commissioner Matos restated the Sunset Arts and Advertising subcommittee concerns as previously summarized by staff and as was presented in the staff report.

Chair Lombardi opened public comments for Item 10.A.

JEFFREY SEYMOUR, WESTLAKE VILLAGE, presented the applicant's presentation. He provided a history of the project and introduced the team.

BEN ANDERSON, LOS ANGELES continued the applicant's presentation. He spoke and detailed the location of the billboard, design of the billboard, existing trees, pedestrian plaza, narrative wall, light intrusion and light spillage, elevations, billboard composition, reflectivity, color changing pavement, in-ground LEDs, impacts to residential neighbors, landscape plan, lighting, visibility of the rear of the billboard travelling east into West Hollywood, and the cable-mesh design for the rear of the billboard.

The commission requested clarification regarding the cable-mesh design, and questioned how many digital billboards are currently in the west region of Sunset Boulevard. They asked why this was not presented as a digital billboard.

The commission pointed out various numbering errors in the Development Agreement. The commission questioned and requested clarification regarding the intent and accountability in the "event of default", building occupancy threshold language, "removal of the sign" section, indicating there is no language regarding, who pays in case of default.

The commission pointed out the fee schedule was unreadable, and requested clarification regarding the number of native plants, removal and re-location of trees, and questioned if the Tree Canopy Ordinance has been implemented in the Zoning Ordinance.

The commission requested clarification about the flooring materials, in-lays, durability, lighting of the placards and uplighting.

There were no public comments.

JEFFREY SEYMOUR, WESTLAKE VILLAGE, stated his client is amenable to any condition placed on the rear of the sign.

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

The commission had concerns and discussed the available options for the rear of the sign. They debated the pros and cons of the cable mesh options, and tree options, including the possible height of the tree, possible shrubs, or additional plantings, elevation of the plantings, and the existing loop.

Isaac Rosen, Deputy Legal Counsel, stated for the record the following amendments:

Resolution No. PC 24-1575, page 5 of 12; adding to the end of the Condition 2.1 “The back of the billboard structure will be as presented to the Planning Commission on the conceptual renderings presented on November 7, 2024, with the Cable Mesh System removed and with 1 tree planted with maximum height below the top of the loop.” And

Resolution No. PC 24-1575, page 4 of 12 removing the first sentence of: Section 7.d. ~~”The proposed billboard does not include architectural lighting as defined by the billboard policy.~~

There will be directions sent to the City Council with respect to the Development Agreement terms associated with substandard occupancy, information about who pays for removal of the permitted sign, and information about site improvements and potential notice.

Amend staff’s clerical corrections, including formatting and paginations, and a current rendering shall be included for the City Council.

**Commissioner Jones moved to: 1) approve staff’s recommendation of approval to the City Council, with the amendments discussed, amendments as read into the record and as stated in the distributed supplemental memorandum.**

**Seconded by Commissioner Matos.**

**ACTION:** 1) **Adopt Resolution No. PC 24-1576 as amended:** a) Section 7: – replace Section reference number ~~16.66.030.E~~ with 19.66.030.E; b) Section 7.2 “...As described in this Ordinance, the subject Development Agreement, which allows the new billboard with site improvements, ...” c) Development Agreement: remove any references to ~~“alternative project” and “extraordinary benefit.”~~ d) Development Agreement, “Future Gateway Project”: Remove extra sentence period in first sentence. Add an “n” in the sentence: “In the event that an art structure...” e) Development Agreement: replace references to ~~“Planning Director”~~ with “Director of Community Development” and f) Development Agreement: amend all clerical corrections, including formatting and paginations,

“A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A DEVELOPMENT AGREEMENT IN CONJUNCTION WITH THE NEW OFF-SITE ADVERTISING BILLBOARD AND SITE IMPROVEMENTS AT 9200 SUNSET BOULEVARD, WEST HOLLYWOOD, CALIFORNIA.”;

2) **Adopt Resolution No. PC 24-1575 as amended:** a) Section 4: replace “2,400” with “1,500.” b) Section 3: replace “~~regarding amendments to the Zoning Map~~” with “requested permits.” c) Section 7.a. “*The proposed project proposes to construct a new two-faced billboard in the area in front of the building at 9200 Sunset Boulevard. Placement of a new billboard at 9200 Sunset Boulevard meets the applicable standards and requirements of Section 3 (Administrative Procedures) of Chapter 8 of the Sunset Specific Plan in that:*” d) remove the following sentence to Section 7.d. “~~The proposed billboard does not include architectural lighting as defined by the billboard policy.~~”; e) add to Condition 2.1 “The back of the billboard structure will be as presented to the Planning Commission on the conceptual renderings presented on November 7, 2024 with the Cable Mesh System removed and with one (1) tree planted with maximum height below the top of the loop.” “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A SIGN PERMIT IN CONJUNCTION WITH THE NEW OFF-SITE ADVERTISING BILLBOARD AND SITE IMPROVEMENTS AT 9200 SUNSET BOULEVARD, WEST HOLLYWOOD, CALIFORNIA.”;

3) **Adopt Resolution No. PC 24-1577 as amended:** a) Section 5: strike phrase “~~the replacement of the existing static billboard with.~~” “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A ZONING MAP AMENDMENT IN CONJUNCTION WITH THE NEW OFF-SITE ADVERTISING BILLBOARD AND SITE IMPROVEMENTS AT 9200 SUNSET BOULEVARD, WEST HOLLYWOOD, CALIFORNIA.”; and

4) The following direction will be sent to the City Council: i) *clarification on the Building Occupancy section, and specifically the 25% penalty during the occupancy requirement is not met;* ii) *clarification on who pays for the removal of the Permitted Sign, and confirmation that payment is not borne by the City (including whether the City could apply a lien on the property); and iii) clarification on the potential notice required for site improvements.* and 5) Close the Public Hearing for Item 10.A. **Moved by Commissioner Jones, seconded by Commissioner Matos and passes, noting Commissioner Carvalho recused.**

## 11. NEW BUSINESS.

### A. DISCUSSION OF MEETING DATES FOR PLANNING COMMISSION AND STANDING SUBCOMMITTEES FOR CALENDAR YEAR 2025:

The Planning Commission discussed approving the Planning Commission, Design Review subcommittee, and Long Range Planning Projects subcommittee regular meeting dates for calendar year 2025, cancelling or rescheduling any meetings throughout the year that conflict with holidays.

Staff recommends maintaining the current meeting template for the Sunset Arts and Advertising Subcommittee meetings. The subcommittee shall meet on an as-needed basis on either the 2<sup>nd</sup> or 4<sup>th</sup> Thursday of the month, noting a Design Review subcommittee meeting will be officially cancelled in its place.

Historically, the Planning Commission has cancelled the last meeting in December and the first meeting in January.

Staff are recommending the following regular meeting dates cancelled:

Planning Commission:

- April 17, 2025 (Optional, Passover)
- June 19, 2025 (Juneteenth)
- July 3, 2025 (July 4<sup>th</sup> Holiday)
- October 2, 2025 (Yom Kippur)
- December 18, 2025 (Hanukkah)
- January 1, 2026 (New Years Day)

Long Range Planning Projects Subcommittee:

- June 19, 2025 (Juneteenth)
- December 18, 2025 (Hanukkah)

Design Review Subcommittee:

- November 27, 2025 (Thanksgiving)
- December 25, 2025 (Christmas)

The commission questioned the date and time of the Joint Study Session with the City Council and requested it be added to the calendar.

Staff confirmed the Joint Study Session with the City Council will be held on Monday, February 24, 2025, at 6:00 p.m., Council Chambers.

By consensus it was noted April 17, 2025, shall be cancelled to honor the Passover holiday.

**Commissioner Jones moved to: 1) approve the Planning Commission and subcommittee regular meeting dates as amended for calendar year 2025.**

**Seconded by Commissioner Matos.**

**ACTION:** 1) Approve staff's recommendations as presented; 2) cancel April 17, 2025, in observance of the Passover holiday; 3) add the Joint Study Session with the City Council to the calendar; and 4) Adopt the regularly scheduled meeting dates for Planning Commission, Design Review Subcommittee and Long Range Planning Projects Subcommittee as presented for calendar year 2025. **Moved by Commissioner Jones, seconded by Commissioner Matos and passes, noting Commissioner Carvalheiro recused.**

**12. UNFINISHED BUSINESS.** None.

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

**14. ITEMS FROM STAFF.**

**A. Planning Manager's Update.**

Doug Vu, Current and Historic Preservation Acting Planning Manager provided an update of tentative items scheduled for upcoming Planning Commission meetings.

He confirmed the Planning Commission meeting on Thursday, November 21, 2024, will be officially cancelled due to a citywide celebration event. He noted the meeting for Thursday, December 19, 2025, will be legally noticed for public hearings.

Commissioner Jones and Commissioner Matos stated they will be out of town and will not be able to participate.

**Subcommittee Management.**

Doug Vu, Current and Historic Preservation Acting Planning Manager, provided an update of tentative items scheduled for Design Review Subcommittee, Sunset Arts and Advertising Subcommittee and Long-Range Planning Projects Subcommittee meetings.

He confirmed the Design Review Subcommittee meetings on Thursday, November 14, 2024, and November 28, 2024, will be officially cancelled.

**15. PUBLIC COMMENT.** None.

**16. ITEMS FROM COMMISSIONERS.**

Commissioner Matos congratulated Jennifer Alkire on her promotion to Assistant Director, Community Development Department.

Commissioner Hoopingarner congratulated Jennifer Alkire on her promotion to Assistant Director, Community Development Department.

Chair Lombardi congratulated Jennifer Alkire on her promotion to Assistant Director, Community Development Department.

Commissioner Solomon congratulated Jennifer Alkire on her promotion to Assistant Director, Community Development Department.

Commissioner Jones congratulated Jennifer Alkire on her promotion to Assistant Director, Community Development Department.

**ADJOURNMENT.** Noting the cancellation of the Planning Commission meeting on Thursday, November 21, 2024, the Planning Commission adjourned at 9:30 p.m. to a regularly scheduled meeting on Thursday, December 5, 2024, 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.**

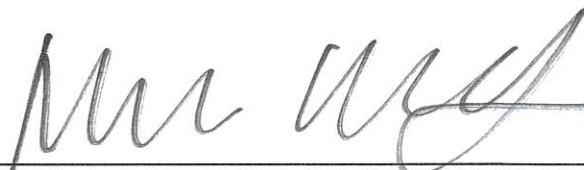
**PASSED, APPROVED AND ADOPTED** by the Planning Commission of the City of West Hollywood at a regular meeting held this 5<sup>th</sup> day of December 2024 by the following vote:

AYES: Commissioner: Carvalheiro, Hoopingarner, Jones, Matos, Vice Chair Gregoire, Chair Lombardi.

NOES: Commissioner: None.

ABSENT: Commissioner: Solomon.

ABSTAIN: Commissioner: None.



MICHAEL A. LOMBARDI, MIES LC LEED AP BD+C  
CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY