



**CITY OF WEST HOLLYWOOD
PLANNING COMMISSION
REGULAR MEETING AGENDA
Thursday, February 20, 2025**

**Regular Meeting at 6:30 PM
West Hollywood Park Public Meeting Room – Council Chambers
625 N. San Vicente Boulevard, West Hollywood, California**

Land Acknowledgement:

“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.”

NOTE: Any agenda item which has not been initiated by 10:30 P.M. may be continued to a subsequent Planning Commission Agenda.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE AGENDA**
- 5. APPROVAL OF MINUTES:**
SUBJECT: The Planning Commission is requested to approve the minutes of prior Planning Commission meetings.
RECOMMENDATION: Approve the draft summary action minutes of:
 - A. February 6, 2025**
- 6. PUBLIC COMMENT:**
This time, limited to a maximum of twenty (20) minutes, has been set aside for the public to address the Planning Commission on any item that is not set for public hearing or any item that is not on tonight's agenda. In accordance with the Brown Act, public comment relating to business not appearing on the agenda cannot be acted upon or discussed by the Commission during the meeting but may be referred to staff for report on a future agenda, ordered received and filed, or referred to the proper department for administrative resolution. Staff requests that all persons wishing to address the Commission fill out a Speaker's Slip and give it to the Commission Secretary prior to speaking. The Commission requests that when you begin speaking you state your name and the name of the city where you reside. Individuals may address the Commission for up to three (3) minutes each unless the Commission determines a different time limit.
- 7. DIRECTOR'S REPORT**
- 8. CONSENT CALENDAR:**
 - A. 910-916 N. WETHERLY DRIVE:**
SUBJECT: The Planning Commission will receive an update on a minor amendment approval to an 89-unit, 100% affordable housing multi-family residential building located at 910-916 N. Wetherly Drive, West Hollywood, California.

Recommendation: 1) Receive and file.

**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:**

A. 1216 N. FLORES STREET:

SUBJECT: The Planning Commission will hold a public hearing for a proposed subdivision of a 14-unit residential building into a common interest development, for the property located at 1216 N. Flores Street, West Hollywood, California.

Applicant: Eric Lieberman, QES Inc.

Staff: Laurie Yelton, Associate Planner

Recommendation: 1) Approve the application, and 2) Adopt draft Resolution No. PC 25-1596 of the Planning Commission of the City of West Hollywood, adopting a categorical exemption pursuant to CEQA Guidelines Section §15332 (In-Fill Development Projects) and approving a vesting tentative parcel map (Minor Land Division No. 69443) for the subdivision of a five-story, 14-unit residential building into a common interest development, for the property located at 1216 N. Flores Street Drive, West Hollywood, California.

B. 7748 SANTA MONICA BOULEVARD, 1054 N. GENESEE AVENUE:

SUBJECT: The Planning Commission will hold a public hearing regarding a proposed request for a conditional use permit to allow the conversion of a mixed-use 1,062-square-foot residential unit to commercial office use, for the properties located at 7748 Santa Monica Boulevard, West Hollywood, California, and 1054 N. Genesee Avenue, West Hollywood, California.

Applicant: Gary Benjamin

Staff: Roger Rath, Associate Planner

Recommendation: 1) Approve the application, and 2) Adopt draft Resolution No. PC 25-1600 of the Planning Commission of the City of West Hollywood adopting a categorical exemption pursuant to CEQA Guidelines Section §15301 and approving a conditional use permit for the conversion of one mixed-use residential unit to commercial office use, for the properties located at 7784 Santa Monica Boulevard, West Hollywood, California, and 1054 N. Genesee Avenue, West Hollywood, California.

C. ZONE TEXT AMENDMENT

MINISTERIAL HOUSING PERMIT, NEW ENTITLEMENT:

SUBJECT: The Planning Commission will hold a public hearing to consider a recommendation to the City Council to establish a Ministerial Housing Permit process for streamlined housing development in compliance with state law, citywide, West Hollywood, California.

Applicant: City of West Hollywood
Staff: Michelle Montenegro, Associate Planner

Recommendation: 1) Adopt draft Resolution No. PC 24-1598 of the Planning Commission of the City of West Hollywood recommending that the City Council adopt amendments to Title 19, Zoning Ordinance of the West Hollywood Municipal Code to establish a ministerial housing permit process for streamlined housing development in compliance with state law, noting the proposed Ordinance is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section §15061(b)(3) of the State CEQA Guidelines (Common Sense Exemption).citywide, West Hollywood, California.

D. ZONE TEXT AMENDMENT

SHARED HOUSING BUILDINGS AND SHARED HOUSING UNITS:

SUBJECT: The Planning Commission will hold a public hearing to consider a recommendation to the City Council regarding a zone text amendment to adopt new policies, regulations, design standards, and definitions for Shared Housing Buildings and Shared Housing Units, citywide, West Hollywood, California.

Applicant: City of West Hollywood
Staff: Tahirah Farris, Senior Planner

Recommendation: 1) Continue to a date uncertain.

11. NEW BUSINESS:

A. ZONING IMPROVEMENT PROGRAM FOR HOUSING (ZIP):

SUBJECT: Planning Commission will receive an overview presentation of the Zoning Improvement Program for Housing. This includes discussing the engagement timeline and strategy, a preliminary summary analysis of existing conditions, and policy guidance for the Program's overarching objectives.

Recommendation: 1) Receive and file.

12. UNFINISHED BUSINESS: None.

13. EXCLUDED CONSENT CALENDAR:

14. ITEMS FROM STAFF:

A. Planning Manager's Update.

B. Subcommittee Management.

SUBJECT: This time has been set aside for commissioners serving on standing subcommittees to report any scheduled absences or conflicts of interest that would prevent them from being present at an upcoming subcommittee meeting. If more than two subcommittee members cannot be present at a meeting, the Chair may reschedule the time or date of the meeting or change the composition of the subcommittee to ensure a quorum can be present.

15. PUBLIC COMMENT:

This time has been set aside for members of the public who were unable to address the Commission during the twenty-minute public comment period provided in Agenda Item No. 6. The same rules set forth under Agenda Item No. 6 apply.

16. ITEMS FROM COMMISSIONERS:

ADJOURNMENT: The Planning Commission will adjourn to a Joint Study Session with the West Hollywood City Council on **Monday, February 24, 2025**, beginning at 6:00 P.M. until completion at West Hollywood Park Public Meeting Room – Council Chambers, 625 N. San Vicente Boulevard, West Hollywood, California.

The next regularly scheduled Planning Commission meeting will be on **Thursday, March 6, 2025**, 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.

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: February 13, 2025
Signature: \\Alyssa T. Poblador\
Office of the City Clerk

TO PARTICIPATE IN-PERSON:

The Planning Commission public meeting, commission members, city staff, and members of the public will participate in Council Chambers located at 625 N. San Vicente Boulevard, West Hollywood, California 90069. Members of the public have the option to participate via teleconference using the Zoom platform. The meeting may also be viewed on various platforms. Please visit www.weho.org/wehotv for all the viewing options.

- [Speaker Request Form](#) [Citizen Position Slip](#) (in lieu of speaking)

TO PARTICIPATE BY PROVIDING WRITTEN CORRESPONDENCE OR AN E-COMMENT:

Members of the public who wish to comment on matters before the Planning Commission are strongly encouraged to submit an Email to pcpubliccomments@weho.org or use the E-Comment form located at: <https://www.weho.org/city-government/wehotv> no later than 4:00 p.m. on the Planning Commission meeting day.

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

TO PARTICIPATE BY PROVIDING PUBLIC COMMENT BY TELEPHONE:

(Please note: This option is to provide public comment via phone ONLY)

1. **You are required to register to speak** via Zoom by emailing your name, the phone number from which you will be calling, and which item(s) you would like to speak on to pcpubliccomments@weho.org no later than 4:00 p.m. on the day of the Planning Commission meeting to be added to the Zoom Public Speaker List. You may also utilize the [Speaker Request Form](#).
2. Dial-in 10 minutes prior to the start of the meeting (the meeting begins at 6:30 p.m.)
Dial in Code: *6 = unmute.
Dial in Code: *9 = lets the host know you want to speak on the current item

Meeting I.D. You must register in advance via:

pcpubliccomments@weho.org or use the [Speaker Request Form](#)

*Zoom credentials will be forwarded to the email address you provide the afternoon of the meeting.

Planning Commission staff cannot respond to emails during the meeting. This means that email and text message requests made to speak by phone on additional agenda items during the meeting cannot be accommodated during the meeting.

PUBLIC COMMENT AND RULES OF DECORUM:

The Planning Commission values your comments and acknowledges the right of the public to address issues that are within the City's jurisdiction and invites the public to do so during the Planning Commission meeting. However, this public participation must be balanced with the need of the Planning Commission to conduct the public's business in a fair and efficient manner, free from disruption or disturbance.

The City offers multiples ways for the public to participate during the meeting. During the first Public Comment section of the agenda, any member of the public may address the Planning Commission on items not appearing on the agenda. Comments concerning other items on the agenda will be heard at the time the item is considered during the course of the meeting; however, they may be offered at this time if a member of the public cannot be in attendance later in the evening. Members of the public may also comment upon any other item of interest that is within the subject matter jurisdiction of the Planning Commission at this time, or later in the meeting under the second Public Comment period.

The City expects that everyone who participates in the meeting will do so with respect and dignity. Please refrain from using abusive, derogatory, and slanderous language, or behaving in a way that disrupts the meeting.

Speakers should not bring to the podium any items other than a prepared written statement and/or writing materials.

Speakers and any other members of the public may not approach the dais at any time during the meeting without prior consent from the Chair. Speakers may only speak once on any agenda item. Donating public comment time to others is prohibited.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede, or otherwise render the orderly conduct of the Planning Commission meeting unfeasible. Persons in the audience should refrain from creating, provoking, or participating in any type of unwelcome physical contact.

Written materials distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution on-line at www.weho.org

This agenda was posted at: City Hall, West Hollywood Library on San Vicente Boulevard, Plummer Park Community Center, and the West Hollywood Sheriff's Station.

To comply with the American with Disabilities Act of 1990, if you require special assistance to participate in this meeting (e.g., an American Sign Language interpreter for people who are Deaf or hard of hearing), you must call or submit your request in writing to the Planning Commission Secretary at (323) 848-6331 or via email at pcpubliccomments@weho.org at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496.

For additional information on any item on the posted agenda, please contact Garen Yolles, Acting Current and Historic Preservation Planning Manager (gyolles@weho.org) (323) 848-6827, or Francisco J. Contreras, AICP, Long Range Planning Manager (fcontreras@weho.org) 323-848-6874.

UPCOMING MEETING SCHEDULE 2025 APPROVED BY CONSENSUS OF THE PLANNING COMMISSION				
Date	Day	Time	Meeting Type	Location
February 24	Monday	6:00 PM	Joint Study Session with City Council	Council Chambers
March 6	Thursday	6:30 PM	Regular Meeting	Council Chambers
March 20	Thursday	6:30 PM	Regular Meeting	Council Chambers

PLANNING COMMISSION MEMBERS

*To contact Planning Commissioners, please forward your request to:
David Gillig, Planning Commission Secretary at dgillig@weho.org*

Michael A. Lombardi, Chair
David S. Gregoire, Vice Chair

Rogério Carvalheiro, Commissioner
Lynn M. Hoopingarner, Commissioner
Stacey E. Jones, Commissioner
Erick J. Matos, Commissioner
Andrew Solomon, Commissioner

STAFF

Nicholas P. Maricich, Director, Community Development Department
Jennifer Alkire, AICP, Assistant Director, Community Development Department
Francisco Contreras, AICP, Long Range Planning Manager (LRP)
Garen Yolles, Acting Planning Manager (CHPP)

Lauren Langer, City Attorney | Isaac Rosen, Deputy Legal Counsel
David Gillig, Commission Secretary

CONTACT | PUBLIC COMMENTS

City of West Hollywood, Community Development Department
8300 Santa Monica Boulevard, West Hollywood, CA 90069-4314
323.848.6475 (main) | 323.848.6569 (fax)

pcpubliccomments@weho.org

AGENDA POLICIES

The Planning Commission 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 Commission are generally lengthy. The Planning Commission 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 Planning Commission Secretary. All requests to address the Planning Commission on Public Hearings items must be submitted prior to the Planning Commission's consideration of the item.

CONSENT CALENDAR items will be acted upon by the Planning Commission at one time without discussion unless a Planning Commissioner pulls a specific item for discussion.

PUBLIC HEARINGS PROCEDURES on each Public Hearing item include presentation of a staff report; Planning Commission questions of staff; a ten (10) minute presentation by the project applicant or applicant's representative or team, if any; Planning Commission questions of the applicant; three (3) minutes 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; Planning Commission deliberations and decisions. To facilitate a fair and proper hearing the Chair or Commission may lengthen or shorten the time allotted per speaker on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration.

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 Planning Commission as a whole.

PROFESSIONALS APPEARING BEFORE THE PLANNING COMMISSION 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 Planning Commission meeting; written materials submitted at least eight (8) days in advance of the meeting will be included in the Planning Commission's meeting packet. Materials submitted after the deadline may be difficult for the Planning Commission to adequately review.

ASSIGNING OF TIME is not permitted.

ACTION OF THE PLANNING COMMISSION on most matters occurs with the affirmative votes of at least four (4) Planning Commissioners.

APPEAL PROCEDURES

Any final determination by the Planning Commission may be appealed, and such appeal must be filed within ten (10) calendar days after the Planning Commission action. This appeal shall be made in written form to the City Clerk's Office, accompanied by an appeal fee or required number of signatures.

The City Clerk, upon filing of said appeal, will set petition for a public hearing before the City of West Hollywood's City Council 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 Planning Commission at, or prior to, the public hearing.

The current Planning Commission Agenda and Staff Reports are available on-line and are tablet supported.

www.weho.org