



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting  
May 1, 2025**

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:** Acting Chair Gregoire called the meeting of the Planning Commission to order at 6:33 p.m.

2. **PLEDGE OF ALLEGIANCE.** Acting Chair Gregoire led the Pledge of Allegiance.

3. **ROLL CALL:**

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

Commissioners Absent: Chair Lombardi.

Staff Present: Chad Brown, Associate Contract Planner, Jordan Parrish, Rincon Consultant Contract Planner, Paige Portwood, Associate Planner, Douglas Vu, Acting Planning Manager, Current & Historic Preservation Planning, Francisco Contreras, Long Range Planning Manager, Jennifer Alkire, Acting Director, Community Development Department, Norma Tabares, Acting Deputy Legal Counsel, and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

Acting Chair Gregoire notated for the record agenda Item 10.A. – 8451 Melrose Avenue has been requested by staff to be continued to Thursday, June 5, 2025.

**ACTION:** Approve the Planning Commission agenda for Thursday May 1, 2025, as presented. **Moved by Commissioner Matos, seconded by Commissioner Jones and passes, noting Chair Lombardi absent.**

**5. APPROVAL OF MINUTES.**

Commissioner Hoopingarner noted the following correction, page 42, line 15:

*As the Commission is aware, what's before you tonight in terms of the appeal ... the Commission is limited to considering the ~~appoints (sp)~~ points and the subject matter of the appeal.*

**A. April 3, 2025**

**ACTION:** Approve the Planning Commission minutes for Thursday, April 3, 2025, as amended. **Moved by Commissioner Carvalho, seconded by Commissioner Matos and passes, noting Chair Lombardi absent.**

**6. PUBLIC COMMENT.** None.

**7. DIRECTOR'S REPORT.**

Jennifer Alkire, Acting Director, Community Development Department, stated at the City Council meeting on Monday, April 21, 2025, City Council voted to approve the billboard project at 8433 Sunset Boulevard (Comedy Store), addressing the concerns raised by the public with a slight revised version that was presented.

The City Council authorized round 2 of the Sunset Arts and Advertising Program. Council's direction was to rescind the design excellence committee screening process and allow all round 2 applicants to submit an application for a development agreement.

Upcoming at the City Council meeting on Monday, May 5, 2025, there will be a discussion regarding major work plan priorities, a zone text amendment regarding Ministerial Housing permits, and several items related to the Climate Action and Adaptation Plan.

She stated the appeal heard by the Planning Commission on April 3, 2025, regarding 910-916 N. Wetherly Drive was not appealed to the City Council. Therefore, the project will continue to move forward.

**8. CONSENT CALENDAR.** None.

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

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

**A. 8451 MELROSE AVENUE:**

Appeal of the Director of Community Development's approval of an amendment to a minor conditional use permit and administrative permit to allow the expansion of an existing rooftop dining area with on-site incidental sales, service, and consumption of full alcohol for a new restaurant.

Staff recommends that the Commission continue this item to allow staff to conduct additional analysis regarding the assertions stated in the appeal.

**ACTION:** 1) Continue to Thursday, June 5, 2025. **Moved by Commissioner Matos, seconded by Commissioner Jones and passes as part of the approved agenda, noting Chair Lombardi absent.**

**B. 852 WEST KNOLL DRIVE:**

Chad Brown, Associate Contract Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, May 1, 2025.

He stated the request is a tentative tract map for the subdivision of a previously approved four-story, six-unit residential building with 14 subterranean parking spaces into a common interest development, or condominium.

The development permit for the project was approved on January 14, 2020, and a tentative tract map was previously approved by the Planning Commission on May 21, 2020. Although construction of the building is near completion, the tentative tract map has expired.

Construction of the new building is near completion. The building has not been occupied by any tenants and remains vacant; therefore, no tenant is being evicted or relocated.

Staff recommends approval of the subdivision request.

The commission questioned the inaccuracy of the subject property's location depicted in the slide presentation by staff. They further questioned the condition regarding the prohibition of street parking for new construction, which should be acknowledged in the Covenants, Conditions, and Restrictions (CC&R's).

Douglas Vu, Acting Planning Manager, Current and Historic Preservation Planning, stated Condition 1.6 of draft Resolution No. 25-1603 identifies by this item by reference. This approval would also include the resolution of the approval of the project under MP17-006 and within that original resolution Condition 10.6 stated that no residential parking permits shall be issued for residents of this building, and this condition of approval shall be included the CC&Rs for the this project.

Acting Chair Gregoire opened public comments for Item 10.B.

There were no public speakers.

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

The commission stated their support of the request.

**Commissioner Jones moved to: 1) approve staff's recommendation of approval.**

**Seconded by Commissioner Hoopingarner.**

**ACTION:** 1) Approve the application; 2) **Adopt Resolution No. PC 25-1603 as presented:** "A RESOLUTION 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 TENTATIVE TRACT MAP (MAJOR LAND DIVISION NO. 77113) FOR THE SUBDIVISION OF A FOUR-STORY, SIX-UNIT RESIDENTIAL BUILDING WITH 14 SUBTERRANEAN PARKING SPACES INTO A COMMON INTEREST DEVELOPMENT LOCATED AT 852 WEST KNOLL DRIVE, WEST HOLLYWOOD, CALIFORNIA." and 3) Close the Public Hearing for Item 10.B. **Moved by Commissioner Jones, seconded by Commissioner Hoopingarner and passes, noting Chair Lombardi absent.**

Commission Secretary Gillig read into the record: Resolution No. PC 25-1603 approved by the Planning Commission for the property located at **852 West Knoll Drive, West Hollywood** 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, March 12, 2025, at 5:00 p.m.**

**C. ZONE TEXT AMENDMENT**

**ELECTRIC VEHICLE CHARGING SITES AND SERVICE STATIONS:**

Jordan Parrish, Rincon Consultant Contract Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, May 1, 2025.

He stated the proposed zone text amendment is to designate Electric Vehicle (EV) Charging Sites and Electric Vehicle (EV) Service Stations as primary uses in designated commercial zones.

He provided background information of the proposal, stating that on December 2021, the City of West Hollywood (City) adopted its Climate Action and Adaptation Plan (WeHo Climate Action), which outlines the City's intended path to reduce greenhouse gas emissions and adapt to the impacts of a changing climate while centering equity and quality of life outcomes for the West Hollywood community.

The Energy and Transportation focus areas of WeHo Climate Action include goals to expand publicly accessible EV charging infrastructure throughout the city. Specific objectives include increasing access to public and shared EV charging and incentivizing EV infrastructure.

A full transition to Electric Vehicle (EV) purchasing and ownership is also a priority at the State level. The California Air Resources Board approved new rules to phase out the sale of gasoline-only vehicles in California by 2035. The initial phase starts in 2026, stipulating that 35 percent of all light-duty vehicles sold in California must be zero emissions.

He stated the state has passed several bills, including AB 970 in 2021, to address the need for widespread EV charging and streamline the permitting of electric vehicle charging stations.

AB 970 passed in October 2021 and went into effect for cities with populations of less than 200,000 on January 1, 2023. It necessitates planning code updates to facilitate the State-mandated by-right approvals of EV charging stations as a primary use and adds strict approval timeline requirements to deem an application complete and approve it within specific timeframes.

The City meets the approval timeline requirements in compliance with AB 970 as part of its processing of electric vehicle charging stations. However, the City's municipal code must be revised to specify which zones EV charging sites may be built as a primary use.

This text amendment adds two EV charging categories as a primary use: 1) EV Charging Sites, and 2) EV Service Stations.

He detailed the EV-related code cleanup, adding EV charging sites as a primary use, and EV service stations as a primary use. He clarified the West Hollywood Municipal Code currently lacks language to fully accommodate EV Service Stations. Additionally, it does not permit EV Charging Sites as a primary use in commercial zones, as the State recommends. Furthermore, the existing code uses inconsistent nomenclature and references outdated code language. The proposed ZTA addresses these deficiencies.

The commission questioned and requested clarification from legal and staff regarding current State laws, the possibility of allowing service stations on lots that could provide housing, different options for primary uses, RHNA sites, number of service stations in an intersection, vending machine sales, other uses of approval by the Community Development Director, language regarding accessory uses, incidental services, square footage restrictions, converted grandfathered uses, legal non-conforming uses, and definitions of surface parking lots with EV charging stations.

Acting Chair Gregoire opened public comments for Item 10.C.

There were no public speakers.

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

The commission stated their support for this item. It was suggested perhaps the following language could be added to the code: "EV Charging Stations can still be installed in all zones as accessory uses or amenities, so there is no need to permit them as primary uses citywide."

The commission questioned and discussed the reasoning of not utilizing percentages of the total square footage of the site as opposed to predetermined averages. Further discussion with several hypothetical scenarios was held regarding the application of percentages, square-footages, primary, secondary and temporary uses, mixed-use projects, number of EV service stations at intersections, and vending machines.

Francisco Contreras, Long Range Planning Manager, suggested the following amendments based on the discussion to draft Resolution No. PC 25-1599:

19.36.394

Service Stations, Electric Vehicle (EV).

D. Incidental Service. Incidental uses, products, and services allowed at EV service stations shall not exceed 25 percent of the total floor area of the primary use and can include:

1. Grocery or convenience stores ~~of less than 3,500 square feet.~~
2. Lounges (designated areas with seating and amenities for patrons to use while charging their vehicles).
3. Restaurants ~~of less than 3,000 square feet.~~
4. Vending machine sales, provided that no more than three machines shall be allowed, and the machines shall be placed ~~next to and~~ within 36 inches of the main structure, in a location shown on the approved site plan;
5. Other uses which are comparable in terms of scale and scope, and which are provided for in the respective zoning district may be permitted, subject to approval by the Planning Director.

The commission further discussed incidental services, the recommended language regarding percentages, square-footage floor area calculations, primary use, entitlements, and discretionary permits. After discussion, the commission agreed not to proceed with the percentage of floor area and maintain the square footages as originally proposed by staff.

Francisco Contreras, Long Range Planning Manager, suggested the following language added to both the draft resolution and ordinance:

Section 1. Findings  
Subsection to be determined.

Electric Vehicle (EV) charging infrastructure is already permitted as an accessory use to any lawfully established primary use in all commercial zones within the City. This accessory use pathway ensures that property owners and tenants citywide can install EV chargers to support their customers, employees, or operations without requiring a zone change or discretionary approval, provided the installation complies with applicable development, safety, and environmental standards.

There was no support for decreasing the number of service stations in an intersection.

**Commission Matos moved to: 1) approve the zone text amendment recommending approval to the City Council as recommended by staff, 2) add the Findings language as read into the record by staff, and 3) amend Section D.4. as read into the record by staff.**

**Seconded by Commissioner Jones.**

**ACTION:** 1) **Adopt Resolution No. PC 25-1599 as amended:** a) insert the following language into the draft Resolution and the draft Ordinance under Section 1. Findings (subsection to be determined): “Electric Vehicle (EV) charging infrastructure is already permitted as an accessory use to any lawfully established primary use in all commercial zones within the City. This accessory use pathway ensures that property owners and tenants citywide can install EV chargers to support their customers, employees, or operations without requiring a zone change or discretionary approval, provided the installation complies with applicable development, safety, and environmental standards.” b) amend Section D.4. *“Vending machine sales, provided that no more than three machines shall be allowed, and the machines shall be placed ~~next to and~~ within 36 inches of the main structure, in a location shown on the approved site plan;”*; 2) “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 DESIGNATE ELECTRIC VEHICLE (EV) CHARGING SITES AND ELECTRIC VEHICLE (EV) SERVICES STATIONS AS A PRIMARY USE IN

DESIGNATED COMMERCIAL ZONES, WEST HOLLYWOOD, CALIFORNIA, AND FINDING THE ACTION EXEMPT FROM CEQA.;" and 3) Close the Public Hearing for Item 10.C. **Moved by Commissioner Matos, seconded by Commissioner Jones and passes, noting Chair Lombardi absent.**

**11. NEW BUSINESS.** None.

**12. UNFINISHED BUSINESS.** None.

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

**14. ITEMS FROM STAFF.**

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

Francisco Contreras, Long Range Planning Manager provided an update of tentative items scheduled for upcoming Planning Commission meetings.

He stated the upcoming meetings on Thursday, June 19, 2025, and July 3, 2025, will both be cancelled due to official holidays.

**Subcommittee Management.**

Francisco Contreras, Long Range 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.

**15. PUBLIC COMMENT.** None.

**16. ITEMS FROM COMMISSIONERS.**

Commissioner Carvalho stated for the record he will be absent at the next meeting on Thursday, May 15, 2025.

**ADJOURNMENT.** The Planning Commission adjourned at 8:20 p.m. to a regularly scheduled meeting on Thursday, May 15, 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. **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 on this 15<sup>th</sup> day of May, 2025 by the following vote:

AYES: Commissioner: Hoopingarner, Jones, Matos, Solomon, Vice Chair Gregoire.

NOES: Commissioner: None.

ABSENT: Commissioner: Carvalheiro. Jones.

ABSTAIN: Commissioner: Chair Lombardi.



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

ATTEST:



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DAVID K. GILLIG, COMMISSION SECRETARY