

**CITY OF WEST HOLLYWOOD
PLANNING COMMISSION
DESIGN REVIEW SUBCOMMITTEE
REGULAR MEETING AGENDA**

**Thursday
November 13, 2025
6:00 P.M.**

**West Hollywood Library – Community Meeting Room
625 N. San Vicente Boulevard
West Hollywood, California, 90069**

LAND ACKNOWLEDGEMENT:

“The West Hollywood City Council 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.”

STATEMENT OF SHARED RESPONSIBILITY FOR RESPECT:

During public meetings, community gatherings, interactions with the public, and with one another, the City endeavors for all participants and attendees to conduct City business and treat others with respect, a core value of the City. This includes being polite, professional, and thoughtful when interacting with others. Our collective commitment to West Hollywood requires intention, cooperation, courtesy, consideration, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, and patience. Our respect is expressed not only in the words we choose, but also in our tone, our demeanor, and our actions toward one another.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PRESENTATIONS:**

A. 8600 MELROSE AVENUE:

The proposed project is a request for a 1,604 square-foot creative sign on the north elevation of an existing commercial building for a new business tenant.

[Item 4.A. – Briefing Memo](#)

[Item 4.A. Attachment A – Project Narrative](#)

[Item 4.A. Attachment B – Project Plans](#)

5. **NEW BUSINESS.** None.

6. **COMMENTS FROM THE PUBLIC.**

7. **COMMENTS FROM STAFF:**

A. Staff Updates and Upcoming Meetings

8. **COMMISSION MEMBER COMMENTS:** Additional general comments, announcements, requests of staff and/or other issues of concern to Design Review Subcommittee members.

ADJOURNMENT: Noting the cancellation of the Design Review Subcommittee meeting on Thursday, November 27, 2025, the Design Review Subcommittee will adjourn to a regular meeting on **Thursday, December 11, 2025**, at 6:00 P.M. until completion at West Hollywood Library Community Meeting Room, 625 N. San Vicente Boulevard, West Hollywood, California 90069.

TO PARTICIPATE IN-PERSON:

The Design Review Subcommittee public meeting, commission members, city staff, and members of the public will participate in West Hollywood Library Community Meeting Room, 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.

TO PARTICIPATE BY PROVIDING WRITTEN CORRESPONDENCE OR AN E-COMMENT: Members of the public who wish to comment on matters before the Design Review Subcommittee are strongly encouraged to submit an Email to pcsubpubliccomments@weho.org **no later than 12:00 p.m.** on the Design Review Subcommittee meeting day.

You may also submit a [Citizens Position Slip](#) stating your position on any item on the current agenda.

Note: E-Comments received by 12:00 p.m. will be forwarded to the Design Review Subcommittee members 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 ON THE ZOOM PLATFORM OR BY PROVIDING PUBLIC COMMENTS BY TELEPHONE:

1. **You are required to register to speak** by emailing your name, the phone number from which you will be calling, and which item(s) you would like to speak on to pcsubpubliccomments@weo.org **no later than 12:00 p.m.** on the day of the Design Review Subcommittee meeting to be added to the Zoom Public Speaker List. You may also fill out a [Speaker Request Form](#)
2. Dial-in 10 minutes prior to the start of the meeting (the meeting begins at 6:00 p.m.)
Dial in Code: *6 = unmute.
Dial in Code: *9 = lets the host know you want to speak on the current item

Please use the 🙋 "raised hand" feature in the Zoom platform if you wish to speak

Meeting I.D.: You must register in advance: pcsubpubliccomments@weho.org

*Credentials to the Zoom platform will be emailed 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 Design Review Subcommittee 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 design review meeting. However, this public participation must be balanced with the need of the design review subcommittee to conduct the public's business in a fair and efficient manner, free from disruption or disturbance.

Any member of the public may address the design review subcommittee on items not appearing on the agenda under Comments from the Public. Comments concerning other items on the agenda will be heard at the time the item is considered during the course of 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 Design Review subcommittee members 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.

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.

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 Design Review Subcommittee meeting unfeasible. Persons in the audience should refrain from creating, provoking, or participating in any type of unwelcome physical contact.

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

Written materials received by the Planning Commission Design Review Subcommittee after the legal posting of the digital agenda packet will be available for public inspection on-line at www.weho.org.

To comply with the American with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for checkout at the meeting. If you require special assistance to participate in this meeting (e.g., a signer for the hearing impaired), you must call or submit your request in writing to the Planning Commission Secretary at (323) 848-6331 or via email at pccsubpubliccomments@weho.org at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496.

Special meeting related accommodations (e.g., transportation) may be provided upon written request to the Office of the City Clerk at least 48 hours prior to the meeting. For information on public transportation, call 1-323-GO-METRO (323/466-3876) or go to www.mta.net

For additional information on any item on the posted agenda, please contact Saima Qureshy, AICP, Current and Historic Preservation Planning Manager at: squreshy@weho.org (323) 848-3130, or Garen Yolles, Architectural and Urban Designer at: gyolles@weho.org (323) 848-64827.

UPCOMING MEETING SCHEDULE 2025 <i>Approved by consensus of the Planning Commission</i>				
Date	Day	Time	Meeting Type	Location
November 27	Thursday	6:00 p.m.	Cancelled	Library Community Meeting Room
December 11	Thursday	6:00 p.m.	Regular Meeting	Library Community Meeting Room
December 25	Thursday	6:00 p.m.	Cancelled	Library Community Meeting Room

**PLANNING COMMISSION
DESIGN REVIEW SUBCOMMITTEE MEMBERS**

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

Lynn M. Hoopingarner, Chair
Rogerio Carneiro
Stacey E. Jones

CONTACT | SUPPORT STAFF | PUBLIC COMMENTS

Saima Qureshy, AICP, Current & Historic Preservation Planning Manager
Garen Yolles, Architectural and Urban Designer, Current & Historic Preservation Planning
David Gillig, Planning Commission Secretary | Design Review Subcommittee

City of West Hollywood, Community Development Department
8300 Santa Monica Boulevard, West Hollywood, CA 90069-4314
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The current Planning Commission Design Review Subcommittee agenda, memos and architectural plans are available on-line and are tablet and mobile supported.

www.weho.org