



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting
March 21, 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

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 Carvalho called the meeting of the Planning Commission to order at 6:33 p.m.

2. **PLEDGE OF ALLEGIANCE.** Francisco Contreras led the Pledge of Allegiance.

3. **ROLL CALL:**

Commissioners Present: Edwards, Gregoire, Hoopingarner, Vice-Chair Lombardi, Chair Carvalho.

Commissioners Absent: Jones, Matos.

Staff Present: Tahira Farris, Senior Planner, Francisco J. Contreras, Long Range Planning Manager, Isaac Rosen, Legal Counsel, and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

ACTION: Approve the Planning Commission agenda of Thursday, March 21, 2024, as presented. **Moved by Commissioner Hoopingarner, seconded by Vice Chair Lombardi and passes, noting Commissioner Jones excused and Commissioner Matos absent.**

5. **APPROVAL OF MINUTES.**

A. **March 7, 2024**

Commission Secretary Gillig read into the record the following corrections:

- page 5 of 15. ACTION: .. Moved by Commissioner ~~Edwards~~ Matos,
- page 10 of 15; 3rd paragraph. Jacob Graige, FKA Francis Kraye Associates

ITEM 5.A.

- page 11 of 15, 2nd paragraph from bottom. 33% of new sign area with an no increase in revenue; and
- page 10 of 15, 8th paragraph. Commissioners Gregoire,

ACTION: Approve the summary action draft minutes of Thursday, March 7, 2024, as amended. **Moved by Hoopingarner, seconded by Commissioner Edwards and passes, noting Commissioner Jones excused and Commissioner Matos absent.**

6. PUBLIC COMMENT.

NICHOLAS ROYBAL, WEST HOLLYWOOD had concerns with language that was changed in a proposed ordinance at the last City Council meeting which appeared to benefit developers for development projects that have been delayed. He also commented on the six projects delayed within a two-block radius of Santa Monica Boulevard and Willoughby Avenue | Ogden Drive.

7. DIRECTOR'S REPORT.

Nick Maricich, Community Development Director thanked the commission for their service to the City of West Hollywood, and thanked staff in the Community Development Department for their work and support.

He stated at the last City Council meeting on Monday, March 18, 2024, the Community Development Department staff brought forward the following items: assessing the resiliency of West Hollywood as it relates to nature-based events, General Plan and Housing Element annual progress reports for calendar year 2023, dockless micro-mobility program update, and Willoughby, Vista/Gardner, and Kings Street design concept plan.

The City Council approved and amended a zone text amendment to lengthen the initial minimum dwelling lease term for individually owned condominiums and single-family residences. It was amended to increase the minimum lease term to one year. Since the modification was a significant departure that was recommended by the Planning Commission, this item will be brought back to the Planning Commission for another public hearing and public input. It will then be brought back to the City Council before the ordinance takes effect in January 2025.

City Council approved a time limit extension for discretionary permit and entitlements seeking development agreements and approved an urgency and regular Ordinance establishing a process for the renewal of expired building permits for development projects near completion. The council gave directions to staff to broaden the language to allow its applicability to capture additional projects.

The City Council approved amending conditional use permits of hotels in residential zoning districts to allow on-site restaurants to serve non-guests.

The commission requested clarification regarding city council's direction to have the minimum dwelling lease terms return to the Planning Commission.

8. **CONSENT CALENDAR.** None.
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. ZONE TEXT AMENDMENT

WEST HOLLYWOOD MUNICIPAL CODE TITLE CHANGES:

Tahirah Farris, Senior Planner, to consider amendments to the West Hollywood Municipal Code to revise all references to “Planning and Development Services Department” and “Planning and Development Services Director” in Title 2, Administration and Personnel; Title 5, Business Licenses, Regulations and Permits; Title 9 Public Peace and Safety; Title 13, Buildings and Construction; Title 17, Rent Stabilization; Title 19, Zoning Ordinance; and Title 20, Subdivision Regulations to “Community Development Department” and “Community Development Director” as well as other administrative changes and clarifications in the Municipal Code.

She stated On May 15, 2023, the City Council approved organizational structure and position changes effective July 1, 2023, to advance the City’s commitment to providing effective and efficient public services. As part of this effort, the City Manager changed the Planning and Development Services Department name to a more universal title of Community Development Department and added an Assistant Director position in the Administration Division to assist with day-to-day operations and provide additional support for the Community Development Department.

Revisions are proposed to “Table 2-4 – Maximum Density in R1 and R2 Zones” in Section 19.06.050 (Residential Density in R1 and R2 Zones) to include two-unit residential developments in R1A and RC Districts as regulated by Section 19.36.325. Section 19.36.325 was adopted in 2022 to regulate two-unit projects in the R1A and R1C Districts pursuant to Government Code Section 65852.21. At the time of adoption, an update to the corresponding density table in Section 19.06.050 was omitted. This revision makes “Table 2-4 – Maximum Density in R1 and R2 Zones” consistent with Section 19.36.325 as two-unit projects are permitted by State law pursuant to Government Code Section §65852.21.

She clarified for the record the revised Citywide Tree Canopy and Landscaping Standards adopted by the City Council on January 22, 2024, have not yet appeared in the municipal code, but that amendment already included the correct name for the Community Development Department and Director. Therefore, updating those sections of the municipal code and zoning ordinance is unnecessary.

Staff has corrected the draft Ordinance to delete the sections of Landscaping Standards that were adopted by Council on January 22, 2024.

The commission pointed out the following typographical inaccuracies:

Draft Resolution No. PC 24-1546

- page 44 of 59 –
Section 19.56.030 Review Authority. A. Community Development Director - Minor Parking Use Permits. The ~~Planning and Development Services Community Development Department Director~~ Community Development Director shall be the review authority for parking use permits:
- page 22 of 59 -
Section 19.28.040 Number of Parking Spaces Required.

Table 3-7

Qualifying Project Feature	Description and Criteria for Granting Reduction
Mixed use projects	A project combining commercial and residential uses. May be granted where the Review Authority determines that a reduction is justified based on hourly parking demand studies published by the Urban Land Institute, or other appropriate source as determined by the <u>Community Development</u> Director.

- Page 5 of 59 -
Section 19.64.020 General Vacant Property Standards.

8. As determined by the Community Development Director, any vacant property must be enclosed by a wrought iron fence or similar material that is at least six feet tall and non-view obscuring. This provides for clear and open visibility of the vacant property. The fence must be self-supporting and may not be attached to any part of adjacent property without the adjacent owner's written permission. The fence's location, type, and method of installation is subject to approval of the ~~Director of Community Development~~ Director, or designee, before installation; provided, however, that in no event shall the fence be chain-link, unless the property is actively being developed pursuant to a current and valid building permit.
- page 35 of 59 –
Section 19.36.210 Outdoor Dining.

6. Railings must be a minimum of 25 percent open and may not exceed three feet in height, except as required by the Uniform Building Code or the Alcoholic Beverage Control Act. Higher railings are permitted if required by the Uniform Building Code or the State Department of Alcoholic Beverage Control. Only barriers composed of planters, or a retaining wall may be solid. However, railings may have backings on the interior (restaurant) side of the railing that are made of fabric or other materials satisfactory to the Community Development Director. Pipe stanchions linked by chains are not permitted as a railing. Railing designs must be submitted to the Community Development Director, the City Engineer, and the Building Division for review and approval.

The commission pointed out several items needing adjustments; paragraph justifications, spacing errors, dashes, and underscores, all of which need to be addressed. These appear numerous times throughout the draft resolution. It was suggested the entire document be scrutinized for inconsistencies.

- page 16 of 59 –
19.22.030 Affordable Units Required.
[add spacing]
a. ... the_Community Development Director and the Finance Director.
- page 31 of 59 –
[remove] hyphen
E. Revocation or Modification of Sign Permits. The-Community Development ...
- page 34 of 59 –
[remove underscores]
...a complete application, the Community_Development Director shall inform the proposed ...
E. Any emergency shelter must operate in accordance with the terms of the shelter management plan approved by the Community Development Director, ...
- page 37 of 59 –
19.36.310 Residential Uses – Accessory, and Junior Accessory, Dwelling Units.

[justify entire paragraph in subsection d.]

- page 38 of 59 –
19.36.330 Service Stations.
[remove underscore]

8. ... the approval of the Community Development Director

There were no official disclosures.

Chair Carvalho opened public comments for Item 10.A.

NICHOLAS ROYBAL, WEST HOLLYWOOD commented on the proposed title changes and questioned the accountability and meaning of those changes.

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

Commissioner Hoopingarner moved to: 1) Approve staff's recommendation of title changes to the City Council with the requested amendments as stated.

Seconded by Commissioner Gregoire.

Francisco Contreras, Long Range Planning Manager stated: 1) all redundant strikethroughs, dashes, hyphens, spacing, paragraph justifications and clarifying the language regarding Community Development Director shall be corrected throughout the document, including the following sections directed by the commission: a) Section 19.56.030, Section 19.28.040, Table 3-7, Section 19.64.020, and Section 19.36.210.

ACTION: 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 23-1546 as amended:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF AMENDMENTS TO TITLE 2, ADMINISTRATION AND PERSONNEL; TITLE 5, BUSINESS LICENSES, REGULATIONS AND PERMITS; TITLE 9 PUBLIC PEACE AND SAFETY; TITLE 13, BUILDINGS AND CONSTRUCTION; TITLE 17, RENT STABILIZATION; TITLE 19, ZONING ORDINANCE; AND TITLE 20, SUBDIVISION REGULATIONS OF THE WEST HOLLYWOOD MUNICIPAL CODE, TO CHANGE ALL REFERENCES TO THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT AND DIRECTOR TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND DIRECTOR, AND OTHER MINOR ADMINISTRATIVE CHANGES, WEST HOLLYWOOD CALIFORNIA, AND FINDING THE ACTION STATUTORILY EXEMPT FROM CEQA".

a) amend Section 19.56.030 Review Authority. A. *"Community Development Director - Minor Parking Use Permits. The ~~Planning and Development Services Community Development Department Director~~ Community Development Director shall be the review authority for parking use permits."*

b) amend Section 19.28.040 Number of Parking Spaces Required, Table 3-7 *"A project combining commercial and residential uses. May be granted where the Review Authority determines that a reduction is justified based on hourly parking demand studies published by the Urban Land Institute, or other appropriate source as determined by the Community Development Director."*

c) amend Section 19.64.020 General Vacant Property Standards. 8. *"As determined by the Community Development Director, any vacant property must be enclosed by a wrought iron fence or similar material that is at least six feet tall and non-view obscuring. This provides for clear and open visibility of the vacant property. The fence must be self-supporting and may not be attached to any part of adjacent property without the adjacent owner's written permission. The fence's location, type, and method of installation is subject to approval of the ~~Director of Community Development~~ Director, or designee, before installation; provided, however, that in no event shall the fence be chain-link, unless the property is actively being developed pursuant to a current and valid building permit."*

d) amend Section 19.36.210 Outdoor Dining. 6. *"Railings must be a minimum of 25 percent open and may not exceed three feet in height, except as required by the Uniform Building Code or the Alcoholic Beverage Control Act. Higher railings are permitted if required by the Uniform Building Code or the State Department of Alcoholic Beverage Control. Only barriers composed of planters, or a retaining wall may be solid. However, railings may have backings on the interior (restaurant) side of the railing that are made of fabric or other materials satisfactory to the Community Development Director. Pipe stanchions linked by chains are not permitted as a railing. Railing designs must be submitted to the Community Development Director, the City Engineer, and the Building Division for review and approval."*

e) amend the following pages: 16, 31, 34, 37, and 38 of 59, notating inconsistencies with underscores, dashes, hyphens, strikethroughs, paragraph justifications, and all referenced titles of "Director" are to be replaced with "Community Development Director", f) examine the entire document for all typographical inconsistencies and correct as appropriate, and 3) Close the Public Hearing for Item 10.A. **Moved by Commissioner Hoopingarner, seconded by Commissioner Gregoire and passes, noting Commissioner Jones excused and Commissioner Matos 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 confirmed the Planning Commission meeting on Thursday, April 4, 2024, will be cancelled.

B. Subcommittee Management.

Francisco Contreras, Long Range Planning Manager provided an update of tentative items scheduled for upcoming Planning 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 meeting on Thursday, April 11, 2024, will be cancelled.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS.

Chair Carvalho announced and congratulated Commissioner Jones gave birth to a boy, Anders Louis Jones Spencer on March 14, 2024.

Commissioner Hoopingarner questioned why items from commissioners were moved on the agenda.

Commission Secretary Gillig stated the City Council officially changed the Planning Commission By-Laws moving this item to the end of the agenda.

ADJOURMENT. Noting the cancellation of the Planning Commission meeting on Thursday, April 4, 2024, the Planning Commission adjourned at 7:05 p.m. to a regularly scheduled meeting on Thursday, April 18, 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 21st day of April, 2024 by the following vote:

AYES: Commissioner:

NOES: Commissioner:

ABSENT: Commissioner:

ABSTAIN: Commissioner:

ROGERIO CARVALHEIRO, CHAIRPERSON

ATTEST:

DAVID K. GILLIG, COMMISSION SECRETARY