



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting
May 2, 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 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE.** Chair Carvalho led the Pledge of Allegiance.
3. **ROLL CALL:**
Commissioners Present: Edwards, Hoopingarner, Matos, Vice-Chair Lombardi, Chair Carvalho.

Commissioners Absent: Gregoire, Jones.

Staff Present: Michelle Montenegro, Associate 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, May 2, 2024, as presented. **Moved by Commissioner Hoopingarner, seconded by Commissioner Matos and passes, noting Commissioner Gregoire absent and Commissioner Jones excused.**
5. **APPROVAL OF MINUTES.**
Due to several inquiries regarding possible future litigation for the proposed project located at 8850-8878 Sunset Boulevard, 1025-1029 N. Larrabee Street, staff has sent for an official court transcription for the April 18, 2024, Planning Commission meeting.

Based on the unprecedented length of the proceedings, there is currently no turnaround time for the final minutes of the court. Therefore, staff recommends the minutes are continued to a date uncertain.

ITEM 5.A.

ACTION: Continue to a date uncertain. **Motion carried by consensus of the Commission.**

6. PUBLIC COMMENT. None.

7. DIRECTOR'S REPORT.

Nick Maricich, Community Development Director stated to celebrate Bike to Work Week, the City of West Hollywood, in collaboration with the West Hollywood Bicycle Coalition, will host a 'pit stop' pop-up event at 8743 Santa Monica Boulevard (on the north side of Santa Monica), just east of Hancock Avenue, on Thursday, May 16, 2024, from 7:00 a.m. to 9:00 a.m. Cyclists will be able to enjoy light refreshments and giveaways, such as free LED safety lights and bike helmets, during their morning commute.

Information on the City's many upcoming bike and pedestrian safety projects will also be available, as well as a sign-up sheet to receive updates. Interested residents and stakeholders are encouraged to "follow" our mobility and streetscape project pages on [Engage WeHo](#) to receive updates.

He stated the City of West Hollywood will be hosting an informational open house regarding the Willoughby, Vista/Gardner, and Kings Road Street Design Concept Plan. This is to provide the community with detailed information regarding the Concept Plan and share an overview of the project's next steps. It will be held on Tuesday, May 21, 2024, from 6:00 p.m. – 7:30 p.m. at Plummer Park Community Center, Rooms 1 and 2. He encouraged public participation in both events.

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.**

THE COMMISSION TOOK A TEN (10) MINUTE RECESS AT 6:40 P.M. AND RECONVENED AT 6:50 P.M. DUE TO TECHNICAL COMPLICATIONS.

**A. ZONE TEXT AMENDMENT
LENGTHEN DWELLING LEASE TERM FOR SINGLE-FAMILY
DWELLINGS AND CONDOMINIUMS TO AT LEAST ONE YEAR:**

Michelle Montenegro, Associate Planner, provided a verbal presentation and background information, as presented in the staff report dated Thursday, May 2, 2024.

She affirmed the Planning Commission will consider a zone text amendment to modify Section §19.36.275 (Residential Uses – Dwelling Unit Lease Term) of Title 19 of the West Hollywood Municipal Code (WHMC) to lengthen the initial lease term for individually owned condominium dwelling units and single-family residences, both existing and new, from the current requirement of 31 days to one year.

She provided a history of the directive timelines, stating on August 3, 2020, minimum lease terms for dwelling units were established by the City Council's adoption of Ordinance No. 20-1112. As part of the ordinance, dwelling units are required to have an initial lease term of at least one year and may be month-to-month thereafter; however, this provision does not apply to individually owned condominium dwelling units and single-family residences, transitional housing, emergency shelters, congregate care facilities, supportive housing, or where a seller of a dwelling unit leases the subject dwelling unit from the buyer in the interim following the sale of the dwelling unit.

On August 17, 2023, staff presented the original proposal of lengthening the initial minimum lease term of single-family residences and condominiums from 31 to 60 days as a public hearing item to the Planning Commission. The proposed ZTA of 60 days was adopted as the formal recommendation of the Planning Commission. In addition to the adoption of revised lease terms, the Planning Commission included in its recommendation a request to the City Council to consider directing staff to report back with data to revisit the matter at a timeline that the Council deems appropriate.

The City Council on March 18, 2024, the proposed zone text amendment modifying the initial minimum lease terms of single-family residences and condominiums was presented as a public hearing item to the City Council. As initially recommended by the Planning Commission, the subject ZTA proposed an initial minimum lease term of 60 days rather than the existing provision of 31 days. After deliberation from the City Council, the City Council directed staff to instead move forward with a proposal that extended the initial minimum lease term for single-family residences and condominiums to at least one year, consistent with the requirement for all other residential units within the City (except for those exclusions listed under W.H.M.C. Section §19.36.275). Additionally, the City Council requested an effective date of January 1, 2025, for the future ordinance rather than the traditional 30 days following ordinance adoption.

She spoke regarding balancing community and industry needs, detailed housing and neighborhood considerations, housing supply, and addressed code compliance noise data complaints.

The proposed zone text amendment would modify Section §19.36.275 to remove individually owned condominium dwelling units and single-family residences from the list of exceptions for a one-year lease minimum and remove subsection B entirely.

The commission requested confirmation that the neighborhood mailer that was sent out went to condominium owners and requested clarification regarding the complaint data.

Chair Carvalheiro opened public comments for Item 10.A.

MARLI GUZZETTA, WEST HOLLYWOOD spoke in support of staff's recommendation of one year lease terms to the City Council.

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

The commission requested clarification regarding short-term rental periods and spoke regarding AB 3182.

The commission stated this was a directive from the City Council and it appears to be in the best interest of the city. They are in favor of moving the recommendation forward to the City Council.

Commissioner Hoopingarner moved to: 1) Approve staff's recommendation to the City Council to increase the lease term for dwelling units to one year.

Seconded by Commissioner Matos.

ACTION: 1) **Adopt Resolution No. PC 23-1558 as presented:** "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 LENGTHEN THE INITIAL LEASE TERM FOR INDIVIDUALLY OWNED CONDOMINIUM DWELLING UNITS AND SINGLE-FAMILY RESIDENCES TO AT LEAST ONE YEAR AND FINDING THE ACTION STATUTORILY EXEMPT FROM CEQA". and 2) Close the Public Hearing for Item 10.A. **Moved by Commissioner Hoopingarner, seconded by Commissioner Matos and passes, noting Commissioner Gregoire absent and Commissioner Jones excused.**

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 stated the State of California has officially designated the City of West Hollywood as a Prohousing Jurisdiction. West Hollywood is one of only 47 cities to receive this designation and have one of the highest scores in the State.

By earning the Prohousing Designation, communities receive exclusive access to Prohousing grants and additional points in the scoring of competitive housing, community development, and infrastructure funding programs administered by the Department of Housing and Community Development (HCD).

To meet the housing needs of all Californians, the state needs to plan for 2.5 million new homes over the next eight years, with at least one million serving the needs of lower-income residents. That critical goal can only be reached if local governments actively work to implement state housing laws and follow best practices that go above and beyond those minimum requirements. The Prohousing Designation rewards communities that are willing to cut through red tape, reduce construction and development costs, and create housing policies with a growth mindset by providing them with funding incentives and additional resources that help scale up those innovative efforts."

He provided an update of tentative items scheduled for upcoming Planning Commission meetings.

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, May 9, 2024, will be cancelled.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS. None.

ADJOURNMENT. The Planning Commission adjourned at 7:15 p.m. to a regularly scheduled meeting on Thursday, May 16, 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 16th day of May, 2024 by the following vote:

AYES: Commissioner: Edwards, Hoopingarner, Matos, Vice Chair Lombardi, Chair Carvalho.

NOES: Commissioner: None.

ABSENT: Commissioner: Jones.

ABSTAIN: Commissioner: Gregoire.

ROGERIO CARVALHEIRO, CHAIRPERSON

ATTEST:

DAVID K. GILLIG, COMMISSION SECRETARY