

**PLANNING COMMISSION MINUTES**  
**Regular Meeting**  
**November 5, 2015**

West Hollywood Park Public Meeting Room – Council Chambers  
625 N. San Vicente Boulevard, West Hollywood, California 90069

1. **CALL TO ORDER:** Chair Altschul called the meeting of the Planning Commission to order at 6:30 P.M.
2. **PLEDGE OF ALLEGIANCE:** Reveta Bowers led the Pledge of Allegiance.
3. **ROLL CALL:**  
Commissioners Present: Buckner, DeLuccio, Huebner, Jones, Lightfoot, Vice-Chair Aghaei, Chair Altschul.  
  
Commissioners Absent: None.  
  
Staff Present: Laurie Yelton, Associate Planner, Rachel Dimond, Senior Planner, David DeGrazia, Current and Historic Preservation Planning Manager, Christi Hogin, Assistant City Attorney, and David Gillig, Commission Secretary.
4. **APPROVAL OF AGENDA.**  
**ACTION:** Approve the Planning Commission Agenda of Thursday, November 5, 2015 as presented. **Moved by Commissioner DeLuccio, seconded by Vice-Chair Aghaei, and unanimously passes.**
5. **APPROVAL OF MINUTES.**  
  
A. **October 15, 2015**  
  
**ACTION:** Approve the Planning Commission regular meeting minutes of Thursday, October 15, 2015 as presented. **Moved by Commissioner Buckner, seconded by Commissioner DeLuccio and unanimously passes.**
6. **PUBLIC COMMENT.**  
STEPHANIE J. HARKER, WEST HOLLYWOOD commented on possibly amending the City of West Hollywood's official Appeal process, and stated the radius mailing should be increased to 1000' feet and notices posted on doors. She commented on the loss nine affordable housing units, but stated her support of Item 10.C. (Center for Early Education).  
  
DAVID WARREN, WEST HOLLYWOOD commented on the projected located at 9001 Santa Monica Boulevard, West Hollywood, California.
7. **DIRECTOR'S REPORT.**  
John Keho, Assistant, Community Development Director presented the Director's Report.

City Council Meeting - Monday, November 2, 2015:

8557 West Knoll Drive: The appeal was approved by City Council. They approved all three variances, and changed the average unit size to 1,900 square-feet.

8228 Sunset Boulevard: The applicant requested a continuation to a date uncertain regarding the tall wall (wide-wall) proposal. City Council requested if the proposal returns, they would like to see a more "creative" wall sign.

City Council directed staff to prepare zone text amendments regarding the intensification of roof top uses in commercial areas. New regulations will be prepared. City Council approved a contract with Michael Baker International.

**8. ITEMS FROM COMMISSIONERS.**

Commissioner Lightfoot pointed out the verbiage for future agendas regarding contacting the commissioners via David Gillig, Commission Secretary.

**9. CONSENT CALENDAR.** None.

**10. PUBLIC HEARINGS.**

**A. 1159 N. Formosa Avenue**

Laurie Yelton, Associate Planner, provided a verbal and visual presentation and background information as presented in the staff report dated Thursday, November 5, 2015.

She presented a history of the project site and stated the applicant is requesting to demolish a duplex in order to construct a 6,973-square-foot, 2-story (with mezzanine), five-unit townhouse building with semi-subterranean parking. There are eleven, non-tandem, parking spaces located within a semi-subterranean parking garage. The units are market rate units and range in size from 1,250 to 1,566 square feet with an average unit size of 1,395-square-feet.

The configuration of the units are stacked side-by-side and include a mezzanine between the first and second floors. Like a loft, a mezzanine is an intermediate level without walls or partitions, placed in any story or room, open to the space below, and with a minimum clear height above and below the intermediate level of at least seven feet. The floor area of the mezzanine does not exceed 1/3 of the total floor area in the room and is, therefore, not considered to constitute an additional story.

Stephanie Reich, Urban Designer, presented the design review report. She stated the five townhouses have similar floor plans, which leads to a repetition along the sides, the street elevation is particularly well-handled, and the projection at the ground floor creates a deep in-set porch-like element with an area of porcelain panels above. The second floor is set back with a stair up to the roof terrace. The result is a well-proportioned,

three-dimensional proposal that demonstrates a quiet modernism, particularly appropriate for this site.

Chair Altschul opened the public hearing for Item 10.A.:

MARGARET TAYLOR, LOS ANGELES, APEX LA, applicant's representative, presented the applicant's report. She stated they are in concurrence with the staff report, and are not asking for any modifications. She spoke regarding public notification of the project prior to plan submittal and stated how the community was effective in the process.

SUSAN SHORE, WEST HOLLYWOOD stated her support of the project, but had concerns regarding loss of views and privacy concerns.

Chair Altschul questioned if the set-backs are to code.

Laurie Yelton, Associate Planner, stated the set backs are to code and meet all standards. The front setback is 23'-6" on the first floor, and 30' on the second floor, and side-yard setbacks are six feet each. The code-required rear yard setbacks are fifteen feet; however, the applicant has provided 27'-3".

Commissioner Buckner questioned the landscaping along the side walls.

Commissioner DeLuccio stated for the record, views are not protected.

**Commissioner DeLuccio moved to approve staff's recommendation.**

**Seconded by Commissioner Huebner.**

Commissioner Jones had concerns with the description of the project and requested [with mezzanine] be included in the final resolution, and requested clarification regarding the air conditioning system and green building points.

David DeGrazia, Current and Historic Preservation Planning Manager, stated this issue would be addressed during concurrent plan check.

Commissioner Lightfoot requested clarification regarding the garage and set-backs, and questioned the location of the stairs into the garage area and residences. She also questioned the layout of the rooftop and stairwells.

BOB ABRAHAMS, LOS ANGELES, architect, clarified for the record the rooftop access stairs are enclosed and there is a rooftop canopy which projects beyond the rooftop access stairs.

Commissioner Lightfoot had concerns regarding the 15% roof top projections. She stated her support of the project and design. She hopes staff will look into rooftop projections.

Discussion was held regarding the 15% rooftop projections and implications.

Vice-Chair Aghaei suggested the applicant can work with staff to make sure it is compliant during the building plan check process.

BOB ABRAHAMS, LOS ANGELES, architect, clarified it was always their intention that roof top projections are within the allowable 15%. They expect to go through plan check and be held to that standard.

BOB ABRAHAMS, LOS ANGELES, architect, clarified for the record he does not believe it exceeds the standard, however, if it does, they will cut it back and not apply for a variance.

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

**ACTION:** 1) Approve the application; 2) Adopt Resolution No. PC 15-1150 as presented, a) *noting the descriptions shall be consistent in addressing the “mezzanine”*: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING A DEMOLITION PERMIT AND A DEVELOPMENT PERMIT FOR THE DEMOLITION OF TWO DWELLING UNITS AND THE CONSTRUCTION OF A TWO-STORY (WITH MEZZANINE), FIVE-UNIT TOWNHOUSE BUILDING, LOCATED AT 1159 N. FORMOSA AVENUE, WEST HOLLYWOOD, CALIFORNIA”, 3) Adopt Resolution No. PC 15-1151 as presented: a) *noting the descriptions shall be consistent in addressing the “mezzanine”*: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING A TENTATIVE TRACT MAP (MAJOR LAND DIVISION NO. 73415, FOR THE PROPERTY LOCATED AT 1159 N. FORMOSA AVENUE, WEST HOLLYWOOD, CALIFORNIA”, and 4) Close Public Hearing Item 10.A. **Moved by Commissioner DeLuccio, seconded by Commissioner Huebner and unanimously passes.**

**B. 8950 Sunset Boulevard:**

Officially continued from Thursday, October 15, 2015.

Applicant is requesting to extend and amend existing entitlements to construct a mixed-use hotel development with four residential units, 165 hotel guestrooms, retail, restaurant, bar, conference and personal service uses.

There are outstanding items which must be resolved prior to Planning Commission consideration.

**ACTION:** Continue to Thursday, November 19, 2015. **Moved by Commissioner DeLuccio, seconded by Vice-Chair Aghaei, and unanimously passes as part of the approved agenda.**

**C. 521-523, 533 and 563 N. Alfred Street; and  
526-532 and 542-548 N. La Cienega Boulevard  
(Center for Early Education):**

Rachel Dimond, Senior Planner, provided a verbal oral and visual presentation and background information as presented in the staff report dated Thursday, November 5, 2015.

She provided a history of the project site and stated the applicant is requesting the creation of the Center for Early Education Specific Plan and demolition of 68,350 square-feet of educational, commercial, and residential buildings, and construction and renovation of 67,000 square-feet of new educational buildings; which would be a total of 106,200 square feet.

She stated the following actions are needed in order to facilitate the application: 1) adopt a Mitigated Negative Declaration; 2) General Plan amendment; 3) adoption of a Specific Plan with associated zone text and map amendment; 4) demolition permit; 5) development permit; 6) conditional use permit amendment; and 7) easement vacation and dedication.

She detailed the Initial Study and Mitigated Negative Declaration; siting a) operational noise and b) liquefaction risk as potentially significant environmental impacts. Both mitigation measures are conditions of approval and detailed the requested Specific Plan.

The proposal includes the demolition of two school buildings, one apartment building and four commercial buildings and the development which includes two new school buildings, new surface parking lot, athletic field with play courts, and a relocated child day care facility.

The Clinton Avenue Building includes: a) 36,840 square-feet, b) three stories of educational space, c) rooftop play court with fourth story storage; d) forty-one feet tall, e) fifty-eight feet to top of stair/storage projections, and f) fifty-nine feet to top of rooftop fencing.

Along La Cienega Boulevard, they are proposing to keep "Building C" and directly south will be the new La Cienega Building, which will include: a) 28,500 square-feet, b) three stories of educational and meeting space, c) rooftop play court with fourth story storage and restrooms, d) forty-five feet tall, e) sixty-one feet to top of elevator projections, and f) sixty-three feet to top of rooftop fencing.

The conversion of a single-family residence to a child daycare Center on Alfred Street will include: a) 1,660 square-feet, b) one-story, and c) play area in rear yard.

The applicant is also proposing to vacate an easement with a new easement for alley access off of La Cienega Boulevard.

The Parking Lot and Utility Yard will include: a) twelve parking spaces, b) utilities, c) trash area, d) new alley, and e) landscaping and site wall. There are two existing subterranean parking garages, which they are proposing to further connect with new subterranean parking. A total of 184 parking spaces will be provided.

She stated for the record there was extensive community outreach.

Staff recommends the Planning Commission forward a recommendation of approval to the City Council.

Stephanie Reich, Urban Designer, presented the design review report. She stated the proposed project is an interesting assemblage and will create an ensemble that works well with the building to remain at the corner of Melrose Avenue and La Cienega Boulevard, while each has its own distinct identity. The new buildings appear to have an exterior treatment that will help to unify the facades while providing visual interest.

The proposed build-out of the main campus provides a much needed edge and significant buildings at the corner. Activating the street frontage is an important urban design principle, which helps create pedestrian orientation. The challenge for this project is to create an active street frontage for the project that is primarily inward focused and to create interest and variety in the building design as it faces the street while creating a cohesive design.

She stated the Design Review Subcommittee members were generally supportive of the project, but had some concerns about the solid south wall of the La Cienega Boulevard building, the streetscape at Clinton Avenue, and the east wall of the Clinton Avenue Building. The applicant has made a number of changes the subcommittee were concerned with and staff is supportive of the results.

The enhanced campus plan created a unified campus with a handsome ensemble of buildings and a well-designed, efficient site plan configuration. The main buildings are well scaled and properly placed along the main streets, which provide proper pedestrian orientation and are generally well designed.

**THE COMMISSION TOOK A TEN (10) MINUTE RECESS AT 7:30 P.M. AND RECONVENED AT 7:40 P.M.**

Commissioner Lightfoot requested clarification regarding the loss of the affordable housing units. She had concerns and questioned the validity of the Initial Study's figures regarding population and housing from the California Department of Finance

Rachel Dimond, Senior Planner, confirmed there are nine units in the apartment building, and there is one existing single-family residence that is also being vacated for purposes of the child daycare facility. She stated staff believes the Initial Study regarding the population and housing figures from the California Department of Finance is factual.

JOE POWER, LOS ANGELES, Rincon Consultants, stated the vacancy rate is what was reported by the California Department of Finance. He could not verify the accuracy; however, he confirmed it is generally a reliable source.

Commissioner Lightfoot questioned if staff is taking the position that the General Plan amendments, zoning amendments and the Specific Plan are justified by the community benefit that the project itself provides.

Rachel Dimond, Senior Planner stated it is justified for numerous reasons, including the expansion of a school facility; which is one of the goals of the General Plan.

Commissioner Lightfoot questioned if there are other Specific Plans that have non-contiguous lots, and if there are other properties that have demolished a commercial building and replaced it with a surface parking lot. She also questioned the FAR (floor area ratio).

Rachel Dimond, Senior Planner stated this project is requesting a specific plan, therefore, the FAR is only calculated on the overall larger site.

Christie Hogin, Assistant City Attorney clarified and spoke regarding the community benefit concerns. She stated there is no development agreement with this application; therefore, there is no requirement that there be a community benefit in order to be eligible for a specific plan, zone text amendment or general plan amendment.

Commissioner Lightfoot disclosed for the record she had email communication with the applicant and received the letters that were distributed.

Commissioner Buckner disclosed for the record she received an email, but had no official communications.

Vice-Chair Aghaei disclosed for the record he met with the applicant and their representatives. They discussed matters contained solely in the staff report.

Commissioner DeLuccio disclosed for the record he met with the applicant, applicant's representatives and made a site visit. He was on the Planning Commission when the original Building C was approved. They discussed matters contained solely in the staff report.

Commissioner Jones disclosed for the record she met with the applicant, applicant's representatives and made a site visit. They discussed matters contained solely in the staff report.

Commissioner Huebner disclosed for the record he met with the applicant, applicant's representatives and made a site visit. They discussed matters contained solely in the staff report.

Chair Altschul disclosed for the record he met with the applicant and applicant's attorneys. They discussed matters contained solely in the staff report.

Chair Altschul opened the public hearing for Item 10.C.:

REVETA BOWERS, LOS ANGELES, Center for Early Education, presented the applicant's report. She gave a detailed history of the school to illustrate how important this project is to the school and the community.

DJ MOORE, LOS ANGELES, applicant's representative, continued the applicants report. He presented a visual presentation and spoke regarding the current campus size and the proposed size, stating there is no change in the enrollment cap of 540 students, and detailed the demolition, new construction, garage, ingress and egress, student drop-off area, and increased parking spaces. He detailed the requested Specific Plan, the proposed alley vacation and dedication, visual interest to the façade, project phasing, and confirmed there will be no significant impacts after mitigation. He confirmed there were nine residents in the existing multi-family building. The Ellis Act was commenced in April 2015, and as of today there are three units that are currently occupied.

Commissioner Lightfoot questioned if the single-family home is occupied and requested clarification regarding the capacity of the campus. She also questioned how many of the students are from families in West Hollywood.

DJ MOORE, LOS ANGELES, applicant's representative, confirmed the single-family home was vacant when it was acquired and stated approximately 10% of the families, either live or work within West Hollywood.



Commissioner DeLuccio questioned if they are requesting a six year plan.

DJ MOORE, LOS ANGELES, applicant's representative, confirmed they are requesting a six year timeline.

SOHEIL MEHRABANIAN, WEST HOLLYWOOD has concerns regarding this item. He spoke regarding the impacts the project may have on pedestrian traffic and the commercial establishments.

JIM LEVIAN, LOS ANGELES, opposes staff's recommendation to the City Council for approval.

MATTHEW KARATZ, LOS ANGELES, supports staff's recommendation to the City Council for approval.

JILL BRACKETT, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

JENNIFER RICHTER, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

CHRIS CLASSEN, STUDIO CITY, supports staff's recommendation to the City Council for approval.

LYNNE GABRIEL, LOS ANGELES, supports staff's recommendation to the City Council for approval.

ROGER LA GRANGE, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

CAROLINE STYNE, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

MATTHEW ACCORNERO, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

JARED MEISLER, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

AMY WALIA-FAZIO, WEST HOLLYWOOD, supports staff's recommendation to the City Council for approval.

CYNTHIA BLATT, WEST HOLLYWOOD, has concerns regarding this item. She spoke regarding the Mitigated Negative Declaration and the demolition of nine affordable residential units.

DJ MOORE, LOS ANGELES, applicant's representative, presented the applicants rebuttal. He spoke regarding the loss of the affordable housing units, and the support of the commercial businesses along La Cienega Boulevard.

Chair Altschul had concerns regarding the businesses that will be directly impacted, and questioned if any mitigation measures will be forthcoming to lessen the impact.

DJ MOORE, LOS ANGELES, applicant's representative, stated the Center for Early Education has had communications with these property owners and businesses. He confirmed the Center for Early Education is always available for continuing discussions. An art consultant has been retained and is working with them to identify a prominent artist to create a significant piece of art that would run the full length of the development along La Cienega Boulevard; with the goal of really creating something special that will help to activate the pedestrian realm.

Commissioner DeLuccio requested clarification regarding AB 2222.

DJ MOORE, LOS ANGELES, applicant's representative, stated AB 2222 is not applicable because it is not a residential project.

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

Commissioner DeLuccio believes adding an additional building and mural is a natural extension along La Cienega Boulevard. He thanked Commissioner Huebner for his additional work with the applicant and the urban designer. He stated his support of the project.

**Commissioner DeLuccio moved to approve staff's recommendation to the City Council for approval.**

**Seconded by Vice-Chair Aghaei.**

Commissioner Huebner stated the addition of the art component along La Cienega Boulevard will be a welcome addition that will activate that portion of the street. He commented the design review subcommittee had concerns with the treatments of the facades that were in public view. The subcommittee wanted to make sure there was visual interest and continuity with the existing built environment. The applicant has addressed all the concerns of the design review subcommittee. He confirmed it will be a great addition to West Hollywood and stated his support of the project.

Vice-Chair Altschul commented on his site visit and the thoughtfulness the school has within the community and available programs. He spoke regarding the architectural style, pedestrian activity, and public art elements. He stated his support of the project.

Commissioner Buckner was pleased they were able to incorporate the changes and ideas to improve the project that was recommended by the design review subcommittee. She commented about the current pedestrian activity and stated her support of the educational principles and the project.

Commissioner Jones spoke of her site visit and commented about the few options parents have within West Hollywood for their educational needs. She commented on the importance of rent control housing, but the considerations always have to be balanced. This is a project everyone should be proud of and stated her support of the project.

Commissioner Lightfoot questioned staff if this sets precedence if this allows a Specific Plan for every school in West Hollywood that wants to expand.

Rachel Dimond, Senior Planner stated this does not set a precedent. She stated every project is looked at independently; however, every public school is exempt from this process. Only a private school would need to come through the development review process.

Commissioner Lightfoot spoke regarding the specific plan, amending the general plan, and stated it appears that the city is losing affordable housing.

Chair Altschul spoke regarding the city's need for more affordable housing, the various specific plans in the city, and stated that this school needs this expansion. He stated it is an amazing feat what has been accomplished with this iconic school and the current leadership. This project will provide a wonderful school with additional space, and additional facilities to help educate the children of this region. He stated his support of the project.

Commissioner DeLuccio spoke in support of his site visit to the facilities. He confirmed, reading the provided materials was complicated, however, by seeing it in person and the way it is planned and laid out, it made perfect sense. He stated education is important and more education is needed in West Hollywood. There is a balance between affordable housing and education. He commented on the additional parking spaces provided in the specific plan and stated his confidence in recommending this to City Council as a wonderful project for the design, as it does meet the specific plan and general plan.

Chair Altschul suggested if the tenants of the apartment building are experiencing hardship, perhaps the phasing of the building could be deferred.

**ACTION:** 1) Adopt Resolution No. PC 15-1157 as presented: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL, ADOPTION OF A MITIGATED NEGATIVE DECLARATION AND GENERAL PLAN AMENDMENT IN CONJUNCTION WITH THE PROPOSED EDUCATIONAL FACILITY LOCATED AT 521-523, 533 AND 563 N. ALFRED STREET, WEST HOLLYWOOD, CALIFORNIA, AND 526-532 AND 542-548 N. LA CIENEGA BOULEVARD, WEST HOLLYWOOD, CALIFORNIA”;

2) Adopt Resolution No. PC 1158 as presented: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING THE CITY COUNCIL ADOPT THE CENTER FOR EARLY EDUCATION SPECIFIC PLAN, A ZONE TEXT AMENDMENT ADDING A NEW SECTION §19.16.030 TO THE WEST HOLLYWOOD MUNICIPAL CODE AND ZONE MAP AMENDMENT TO AMEND THE ZONING OF THE SUBJECT PROPERTIES TO “CENTER FOR EARLY EDUCATION SPECIFIC PLAN,” LOCATED AT 521-523, 533 AND 563 N. ALFRED STREET, WEST HOLLYWOOD, CALIFORNIA, AND 526-532 AND 542-548 N. LA CIENEGA BOULEVARD, WEST HOLLYWOOD, CALIFORNIA”;

3) Adopt Resolution No. PC 15-1159 as amended: a) *adding a section regarding relocation fees of the Ellissed units*; “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING THE CITY COUNCIL APPROVE A DEMOLITION PERMIT AMENDMENT FOR DEMOLITION OF 68,350 SQUARE-FEET OF EXISTING EDUCATIONAL, COMMERCIAL, AND RESIDENTIAL STRUCTURES AND CONSTRUCTION AND RENOVATION OF A 67,000 SQUARE-FEET ENHANCED CAMPUS AT THE CENTER FOR EARLY EDUCATION, LOCATED AT 521-523, 533 AND 563 N. ALFRED STREET, WEST HOLLYWOOD, CALIFORNIA, AND 526-532 AND 542-548 N. LA CIENEGA BOULEVARD, WEST HOLLYWOOD, CALIFORNIA”;

4) Adopt Resolution No. PC 15-1160 as presented: “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING THAT THE CITY COUNCIL AFFIRM THAT THE PROPOSED ALLEY VACATION AND DEDICATION ARE CONSISTENT WITH THE GENERAL PLAN OF THE CITY OF WEST HOLLYWOOD, LOCATED ADJACENT TO 521-523, 533 AND 563 N. ALFRED STREET, WEST HOLLYWOOD, CALIFORNIA, AND 526-532 AND 542-548 N. LA CIENEGA BOULEVARD, WEST HOLLYWOOD, CALIFORNIA”; and 5) Close Public Hearing Item 10.C. **Moved by Commissioner DeLuccio, seconded by Vice-Chair Aghaei and passes, noting Commissioner Lightfoot voting NO.**

**THE COMMISSION TOOK A TEN (10) MINUTE RECESS AT 9:10 P.M. AND RECONVENED AT 9:20 P.M.**

**D. Zone Text Amendment**

**Temporary Creative Off-Site Signs:**

The Planning Commission will consider a recommendation to the City Council to refine regulations for temporary creative off-site signs, including allowing creative tall walls, in the Sunset Specific Plan area.

Staff requested to continue the public hearing item.

**ACTION:** Continue to Thursday, November 19, 2015. **Moved by Commissioner DeLuccio, seconded by Vice-Chair Aghaei, and unanimously passes as part of the approved agenda.**

**11. NEW BUSINESS.**

**A. Zone Text Discussion and Clarifications:**

Christi Hugin, Assistant City Attorney provided clarification regarding the process and purpose for amendments to the City's Zoning Ordinance.

She stated the Planning Commission has two basic roles: a) permitting; and b) planning. The permitting role is where the commission takes the rules and applies them to a specific set of facts. The planning part is the commissions role as advisor to the City Council; ultimately all planning decisions are legislative in nature.

When the Planning Commission looks at zone text amendments, essentially the commission is looking to see whether or not they are consistent with the general plan; and whether it accomplishes the planning goal.

She provided examples of past zone text amendments and how they are consistent with the general plan; ambiguities of the written language, commented on community values and provided numerous examples.

She clarified the public hearing process for a zone text amendment. She stated when the public hearing notice is for a specific area of the code, and the commission brings up another area of the code; the commission is actually excluding the public. The public makes a decision whether or not to come and participate based on the public hearing notice. The scope and hearing of the commissions discussion is defined for meaningful community participation.

When the commission has great ideas generated by discussion of a specific zone text amendment, she encouraged the commission to ask staff to bring that back at a later date.

**B. Schedule a Joint Meeting with City Council:**

The Planning Commission confirmed two dates for a joint meeting between the City Council and the Planning Commission to discuss the Appeals process and communication between staff, Planning Commission, developers, and the public.

Commissioner Jones recommended the Appeal process and the pre-hearing review process be agendaized when this item comes forward.

**ACTION:** Forward the following two dates to City Council: Saturday, December 12, 2015 and 2) Monday, December 14, 2015. **Motion carried by consensus of the Commission.**

**C. Planning Commission Meeting Cancellations:**

**ACTION:** Officially cancel the Planning Commission meetings on: 1) Thursday, January 7, 2016; and 2) Thursday, December 17, 2015 – unless it is deemed necessary. **Motion carried by consensus of the Commission.**

**12. UNFINISHED BUSINESS.** None.

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

**14. ITEMS FROM STAFF.**

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

David DeGrazia, Current and Historic Preservation Planning Manager stated the agenda has now been updated with contact information for Planning Commissioners.

**15. PUBLIC COMMENT.** None.

**16. ITEMS FROM COMMISSIONERS.**

Commissioner Jones questioned when the calendar will be presented for 2016 Planning Commission dates.

David Gillig, Commission Secretary stated the official calendar to be adopted will be on the December 3, 2015 agenda.

**17. ADJOURNMENT:** The Planning Commission adjourned at 9:40 P.M. to a regularly scheduled meeting on Thursday, November 19, 2015 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.**

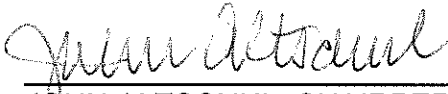
**PASSED, APPROVED AND ADOPTED** by the Planning Commission of the City of West Hollywood at a regular meeting held this 19<sup>th</sup> day of November, 2015 by the following vote:

AYES: Commissioner: Buckner, DeLuccio, Huebner, Jones, Lightfoot,  
Chair Altschul.

NOES: Commissioner:

ABSENT: Commissioner: Vice-Chair Aghaei.

ABSTAIN: Commissioner:

  
\_\_\_\_\_  
JOHN ALTSCHUL, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
DAVID K. GILLIG, COMMISSION SECRETARY