



PLANNING COMMISSION MINUTES Regular Meeting November 3, 2016

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

THE CITY OF WEST HOLLYWOOD HAS ADOPTED SUMMARY AND ACTION MEETING MINUTES; WHICH PROVIDE A SUMMARY OF THE ACTIONS TAKEN AND POINTS OF DISCUSSION ONLY. ADDITIONAL COMMENTS OR DISCUSSION 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

1. **CALL TO ORDER:** Chair Aghaei called the meeting of the Planning Commission to order at 6:35 P.M.
2. **PLEDGE OF ALLEGIANCE:** Michael Wojtkielewicz led the Pledge of Allegiance.
3. **ROLL CALL:**
Commissioners Present: Altschul, DeLuccio, Huebner, Lightfoot, Chair Aghaei.

Commissioners Absent: Jones, Vice-Chair Buckner.

Staff Present: Stephanie Reich, Urban Designer, David DeGrazia, Current and Historic Preservation Planning Manager, Lauren Langer, Acting Assistant City Attorney and David Gillig, Commission Secretary.
4. **APPROVAL OF AGENDA.**
ACTION: Approve the Planning Commission Agenda of Thursday, November 3, 2016 as presented. **Moved by Commissioner DeLuccio, seconded by Commissioner Lightfoot and passes, noting Commissioner Jones and Vice-Chair Buckner absent.**
5. **APPROVAL OF MINUTES.**
Commissioner Gillig stated the first paragraph on page 12 of 15 should read as follows with the following addition to the end of the paragraph: "...She also stated the Environmental Impact Report for 1343 N. Laurel Avenue stated it was eligible for California and national designation, so *staff should also apply for those designations.*"

A. October 20, 2016

ACTION: Approve the Planning Commission regular meeting minutes of Thursday, October 20, 2016 as amended. **Moved by Commissioner DeLuccio, seconded by Commissioner Altschul, noting Commissioner Jones and Vice-Chair Buckner absent.**
6. **PUBLIC COMMENT.**
MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD, Disabilities Advisory Board liaison, commented on accessibility issues and standards.

7. DIRECTOR'S REPORT.

John Keho, Assistant Director, Community Development Director presented the Director's Report.

He provided a history of the project located 1216 N. Flores Street, stating it will be going back to City Council on Monday, November 7, 2016.

8. ITEMS FROM COMMISSIONERS. None.

9. CONSENT CALENDAR. None.

10. PUBLIC HEARINGS.

A. 829-835 N. Larrabee Street:

Applicant is requesting to demolish an existing four-unit multi-family building and one single-family residence, and construct a new four-story, thirteen-unit apartment building over one level of subterranean parking.

Staff recommended this item be continued to Thursday, November 17, 2016, allowing the applicant additional time to address various code issues.

ACTION: 1) Continue to Thursday, November 17, 2016. **Moved by Commissioner DeLuccio, seconded by Commissioner Lightfoot and passes as part of the approved agenda, noting Commissioner Jones and Vice-Chair Buckner absent.**

B. Norma Triangle Draft Overlay District and Design Guide Lines:

Stephanie Reich, Urban Designer provided a verbal and visual presentation and background information as presented in the staff report dated Thursday, November 3, 2016.

She stated there has been some new development in the Norma Triangle of concern to the community. The neighborhood leaders requested an effort similar to that in West Hollywood West to ensure the continued character of the neighborhood. On November 16, 2015 the City Council directed the Community Development Department to proceed with an effort for the Norma Triangle neighborhood in order to proactively develop appropriate standards and guidelines to guide future development.

Through a neighborhood outreach effort, the standards and guidelines have been tailored to the specific concerns and particular characteristics of the Norma Triangle R1B neighborhood. Some consistency with the West Hollywood West standards and guidelines will enable ease of implementation.

The Design Guidelines proposed for Norma Triangle are similar to those adopted for the West Hollywood West neighborhood, while tailored to Norma Triangle. The Guidelines will work in tandem with the Overlay District, and are intended to guide development in a way that complements the neighborhood's context and character. The Design Guidelines will set the expectations for a high level of design quality and provide sufficient guidance and examples to provide predictability for homeowners, residents, and architects.

Martha Miller, RRM Design Group, provided a visual presentation. She detailed the project's purpose and scope, and commented on the Norma Triangle characteristics and architectural styles.

She stated the project team worked extensively with the community:

- 3 Community Workshops
- 4 Working Group Meetings plus Walking Tour(s)
- Interactive Website

Staff and the consultant team conducted three (3) well-attended community workshops that were noticed to all residents and property owners in the neighborhood to get feedback at different points in the process. There was also an online survey to get feedback from those who could not attend the meetings.

In addition, a Working Group composed of residents, developers representatives, and architects was formed to help guide detailed development of the project. The project team met with the Working Group four times in meetings that were open to the public, and conducted walking tours with the Working Group members.

She spoke regarding the issues and concerns, which included: 1) building size and shape; 2) privacy – including roof decks and balconies; 3) basements; 4) building variation; 5) building quality; and 6) livability issues (noise, light, and landscaping).

Building Size and Shape: Zoning

The community expressed the following: 1) allowing flexibility for creativity and form of the architectural style; 2) there should be articulation on all sides; 3) avoid solid planes; 4) use change in roofline to breakup scale of home; 5) some % of the second floor should be set back; and 6) limit ground floor plate height at front.

Building Size and Shape: Zoning Regulations

She detailed the zoning requirements for developments: 1) do not allow second floor cantilever at front setback; 2) minimum 60% of the second story front elevation shall be setback a minimum of three feet from first floor wall; and 3) must be one of the following options –

Option 1: Floor area of second level shall not exceed 75% of the first level floor area and front and side building elevations shall have a variation of at least three feet in depth and width.

Option 2: A minimum of 25% of each building elevation shall be set back at least three feet from the remaining area of the elevational plane.

Other zoning requirements included: 1) roofline; and 2) first floor plate height.

Building Size and Shape: Parking

The community expressed the following: 1) remove the covered parking requirement; 2) limit driveway to single lane; 3) do not allow subterranean parking garages; and 4) encourage garages in rear.

Building Size and Shape: Parking Regulations

She detailed the zoning requirements for parking requirements: 1) covered parking is not required; 2) carports shall be permanent structures; 3) attached garages must be setback five feet from front elevation, included in FAR; 4) detached garages in rear of property not included in FAR (up to 400 square-feet); 5) limit driveway width to ten feet; and 6) subterranean parking is prohibited.

Building Size and Shape: Accessory Structures

The community expressed the following: 1) allow living space in accessory structures to reduce the size of the front building (not a separate unit); 2) allow structure to be located on the property line; 3) allow structures to be attached to detached garage; and 4) include in FAR calculation (except detached garages in rear).

Building Size and Shape: Accessory Structures Regulations

She detailed the zoning requirements for accessory structures: 1) cooking facilities not permitted; 2) living and sleeping quarters are permitted; 3) no size limit, but shall be included in FAR calculation; 4) may be attached to a detached garage; 5) may be located on property line; and 6) a six foot minimum distance between structures.

Building Size and Shape: Design Guidelines

She detailed the design guidelines: 1) massing should reinforce architectural design concept; 2) modulate walls and rooflines; 3) provide projections and recesses; 4) avoid monumental signs; 5) vary building planes; 6) screen parking from the street; 7) integrate parking strategies into overall design concept; 8) limit impervious hard shape surfaces; 9) plain concrete and asphalt is discouraged; and 10) integrate carport into massing.

Privacy

The community expressed the following: 1) roof decks are a nuisance, noisy and impact privacy; 2) balcony sizes should be limited to avoid impacts; 3) side balcony projection should be prohibited; and 4) require privacy screens on side balconies.

Privacy Requirements

She detailed the zoning requirements and design guidelines for privacy:

Front Balcony: 1) maximum 120 square-feet;

Side Balcony: 1) maximum 60 square-feet; 2) do not allow to project beyond first story exterior wall; and 3) require 42 translucent or solid screen; and

Rear Balcony: 1) maximum 80 square-feet; and 2) five foot translucent or solid screen shall be provided along side elevation.

1) design of privacy screens; 2) window/balcony placement to protect privacy; 3) consistent with architectural design; and 4) help reduce massing.

Basements

The community expressed the following: 1) basements should be allowed with limitations on size and use (majority opinion); 2) limit to screening room/utilities/mechanical equipment; 3) some supported eliminating basements altogether; 4) no direct access to basements from the outside; and 5) subterranean only; and 6) no light wells.

Basement: Zoning Requirements

Marth Miller detailed the zoning requirements for basements: 1) basements shall be limited to a maximum of 300 square-feet; 2) shall not be included in FAR; 3) cooking facilities, showers, bathtubs, windows, light wells, and external entrance/exit are prohibited; 3) may not extend beyond the above ground portion of the structure; and 4) basements must be fully subterranean.

Livability Issues

The community expressed the following: 1) maintain streetscape character; 2) continue current allowances, a) may be located on property line, b) up to 42 inch solid, additional 30 inch 50% open; 3) support variation in fence/wall plane 30 feet; 4) continue to allow unlimited hedge heights; 5) respect existing topography; and 5) light and noise trespass concerns.

Livability Issues: Zoning Requirements

1) continue current fence allowance, a) may be located on property line, and b) up to 42 inch solid, additional 30 inch 50% open; 2) gates must not open into the public right-of-way; 3) limit retaining walls to 42 inches; 4) limit changes in existing elevations to 18 inches; 5) light trespass – Section 19.20.100 of West Hollywood Municipal code; and 6) acoustical trespass – Chapter 9.08 and Section 19.20.090 of West Hollywood Municipal Code.

Livability Issues: Design Guidelines

1) materials, color, and style of fences, walls, and gates should be cohesive with the project architecture; 2) limit length of continuous wall place; 3) provide planting to minimize visual impact of retaining walls; 4) place hedge planting 18-14 inches from the front property line to avoid creating obstructions to the sidewalk; 5) minimize topography changes; 6) intentional lighting design/usage; 7) integrate mechanical equipment into design; and 8) focus sound systems inward.

The next steps to the process will be a City Council hearing on Monday, December 5, 2016, and a Final Overlay and Design Guidelines before City Council again in January 2017.

Commissioner Lightfoot requested clarification regarding the differences of a second residential unit in the back, versus an accessory structure.

Stephanie Reich, Urban Designer stated second units are allowed in the R1B zones, and that will not change with the proposed Overlay. The second units require additional parking, and they are required to meet setback standards. She clarified accessory structure standards will be relaxed in R1B zones to encourage more living space throughout the property; which is not a second unit.

Commissioner Huebner questioned what defines a primary unit.

Stephanie Reich, Urban Designer stated the primary structure is the one in the front.

Commissioner Altschul questioned the FAR.

Stephanie Reich, Urban Designer stated it is .5.

Commissioner DeLuccio requested clarification regarding cooking in accessory units.

Stephanie Reich, Urban Designer stated the proposal in the Overlay would not allow cooking in accessory units.

Lauren Langer, Acting Assistant City Attorney, stated the definition from

the Code regarding accessory structures; is any use or structure that is customarily a part of and clearly incidental and secondary to a residence, and does not change the character of the residential use.

Chair Aghaei questioned the number of attendees at the community meetings, and questioned how many homes are located within the Overlay.

Stephanie Reich, Urban Designer, stated the average attendance was approximately 20 people per meeting, and stated there are 173 properties.

Chair Aghaei opened the public hearing for Item 10.B.:

ALESSANDRA MCALIKEY, WEST HOLLYWOOD opposes staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

DAVID CASON, WEST HOLLYWOOD spoke in support of staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

BOB SHEPARD, WEST HOLLYWOOD spoke in support of staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

STEVEN UPCHURCH, WEST HOLLYWOOD spoke in support of staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

MARCI MILLER, WEST HOLLYWOOD spoke in support of staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

SUSANNA MILLER, WEST HOLLYWOOD spoke in support of staff's recommendation proposing the approval of the Norma Triangle Draft Overlay District and Design Guidelines.

THE FOLLOWING DID NOT PUBLICLY SPEAK, BUT SUPPORTED STAFF'S RECOMMENDATION PROPOSING THE APPROVAL OF THE NORMA TRIANGLE DRAFT OVERLAY DISTRICT AND DESIGN GUIDELINES: 1) ROBERTA EDRICK, LOS ANGELES.

Stephanie Reich, Urban Designer thanked the members of the Working Group, Marci Miller, Steven Upchurch, David Cason, Keith Cox, Bob Shepard, Andrea Keller for their time and devotion to their community.

Commissioner DeLuccio questioned if it's possible to build two units in the R1B zone of this neighborhood and stated his support of this item.

Stephanie Reich, Urban Designer confirmed for the record that is allowed..

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

Commissioner DeLuccio moved to: 1) approve staff's recommendation establishing the Norma Triangle Neighborhood Overlay District.

Seconded by Commissioner Huebner.

Commissioner Lightfoot thanked staff, the consultants and the community for coming together for this recommendation. She stated her support of the proposal to City Council.

Commissioner Altschul thanked staff, the consultants and the community for coming together for this recommendation. He stated his support of the proposal to City Council.

Commissioner Huebner thanked staff, the consultants and the community for coming together for this recommendation. He stated his support of the proposal to City Council.

Chair Aghaei stated his support of the proposal to City Council.

ACTION: 1) Adopt Resolution No. PC 15-1182 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING TO THE CITY COUNCIL APPROVAL OF A ZONE MAP AMENDMENT ESTABLISHING THE NORMA TRIANGLE NEIGHBORHOOD OVERLAY DISTRICT, WITHIN WEST HOLLYWOOD, CALIFORNIA;" 2) Adopt Resolution No. PC 15-1183 as presented: "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, RECOMMENDING THAT THE CITY COUNCIL ADOPT A ZONE TEXT AMENDMENT RELATING TO NORMA TRIANGLE NEIGHBORHOOD OVERLAY DISTRICT (NT-NOD), AND TO RECOMMEND ADOPTION OF ASSOCIATED DESIGN GUIDELINES, WITHIN WEST HOLLYWOOD, CALIFORNIA;" and 3) Close Public Comment for Item 10.B. **Moved by Commissioner DeLuccio, seconded by Commissioner Huebner, and passes, noting Commissioner Jones and Vice-Chair Buckner absent.**

11. **NEW BUSINESS.** None.
12. **UNFINISHED BUSINESS.** None.
13. **EXCLUDED CONSENT CALENDAR.** None.

14. ITEMS FROM STAFF.

A. Planning Manager's Update.

David DeGrazia, Current & Historic Preservation Planning Manager stated the West Hollywood Ethics Training will be held on Saturday, November 12, 2016, 10:00 a.m. to 12:00 noon at the West Hollywood Library.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS. None.

17. ADJOURNMENT: The Planning Commission adjourned at 7:25 P.M. to a regularly scheduled meeting on Thursday, November 17, 2016 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 17 day of November, 2016 by the following vote:

AYES: Commissioner: Altschul, DeLuccio, Huebner, Lightfoot, Chair Aghaei.

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: Jones, Vice-Chair Buckner.



DAVID AGHAEI, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY