

**CITY OF WEST HOLLYWOOD  
PLANNING COMMISSION  
SPECIAL STUDY SESSION WITH CITY COUNCIL: GOVERNMENT SOLUTIONS  
MINUTES**

**OCTOBER 28, 1996**

**West Hollywood City Hall  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069**

**1. CALL TO ORDER**

The special meeting of the Planning Commission was called to order at 6:30 p.m. by Commissioner Litz.

**A. Pledge of Allegiance**

This was led by Mayor Paul Koretz.

**B. Roll Call**

Commissioners Present:	Brad Crowe, D'Lynda Fischer, Thomas Jones, James Litz, Steve Smith
City Council Members Present:	Sal Guarriello, John Heilman, Paul Koretz, Abbe Land, Steve Martin
Staff Present:	Ray Reynolds, Community Development Director; Lisa Heep, Planning Manager; Thinkh Tran, Administrative Staff Assistant
Others Present:	Coralee Newman, Pamela Sapetto - Government Solutions

**C. Approval of Agenda**

**Action: To amend Agenda to include an additional Public Comment period after  
Item 3.**

Motion:	Land	Second:	Guarriello
Votes:	All Ayes.	Motion carried.	

**D. Posting of Agenda**

This agenda was posted at City Hall, the Community Development Department counter, West Hollywood Library on San Vicente Boulevard, Plummer Park, and the West Hollywood Sheriff's station.

**2. ITEMS FROM CITIZENS - None**

**ITEM 3.A**

### 3. DISCUSSION OF REPORT FROM GOVERNMENT SOLUTIONS CONCERNING MAJOR FINDINGS OF INTERVIEWS WITH THE PLANNING COMMISSION AND THE CITY COUNCIL

Consultant: Pam Sapetto and Coralee Newman, Government Solutions

Recommendation: Discuss report from consultant group Government Solutions concerning land use review and approval process, decision-making and communication.

Ms. Sapetto and Ms. Newman presented the report.

The City Council and Planning Commission commented on the following:

- implementation of the recommendations (Planning Commission reports, Director's reports, Brown Act Training)
- community issues management process
- importance of on-going training
- training budget
- retreats/joint study session (Planning Commission, City Council and Staff)
- project briefings with Planning Commission
- City Attorney representative presence at Planning Commission meetings
- fees to include costs for processing project applications and City Attorney expenses
- cost-recovery for projects language stated in California State law
- cost-recovery agreements by developer

The following section has been taken directly from Government Solution's Recommendations from City Council/Planning Commission Workshop 10/28/96.

- ◆ *Conduct a series of study sessions for the Planning Commission to address:*
  - *Tools to better facilitate decision-making and communication, to include adopting by-laws for meeting conduct and protocol.*
  - *Community issue management, to include developing a process to manage community issues*
  - *Current California law pertaining to the land use review process, planning and zoning, CEQA, Brown Act, etc.*
- ◆ *Adopt mechanisms to improve the land use review and approval process which will facilitate better decision-making and communication now:*
  - *Joint Facilitated Retreat(s) one to two times a year with an agenda jointly set by Council and Planning Commission:*
    - *Mission/Vision of City Council*
    - *Process*
    - *Relations: CC/PC*
  - *Ensure broader input in CEQA scoping session should be expanded on major projects to include an opportunity for input from City Council, affect Community and Planning Commission*
  - *Implement publicly noticed study sessions on controversial/major projects Address this issue in the community issues management program.*
  - *Allow for individual briefings from applicants of Planning Commissioners prior to public hearings in accordance with the Brown Act It was clarified by the City*

Attorney's office that this option is available and it was the preference of the CC/PC that this be left up to individual decision and not be made a policy decision.

- *Implement a written Director's report which includes upcoming items and Council actions taken upon Planning Commission recommendations. Include in this report open cases in Code Enforcement.*
- *Staff reports should include an executive summary, and a section focusing on how the proposed project is consistent with General Plan goals and objectives and /or provides a public benefit. This should help the Planning Commission look at the "big picture"*
- *Designate an assistant City Attorney to attend all Planning Commission meetings*
- *Include in Zoning Ordinance revisions standards or process to ascertain mitigation for resident/commercial land use conflicts such as parking, noise, etc.*
- *Publish a City Development Land Use Review processing schedule*
- *Provide to public and Commission a land use review process diagram*
- *The City should adopt standard conditions of approval for development projects.*

*Additional action items approved by the City Council/Planning Commission:*

- *Directed staff to make a recommendation to the City Council regarding a proposed budget and how to obtain and review transportation information for each development project. Perhaps the Transportation Commission could review the traffic study scopes of work for EIR's, or have the Commission recommend what traffic analysis should be considered in the land use review process.*
- *Directed staff to make a recommendation to the City Council regarding a proposed budget and how to implement a community issues management program. Questions to be considered are: Who should facilitate community group meetings? Should community meetings be mandatory? How should the meetings be conducted (framework)? Should this process be used not only for development issues but for neighborhood complaints and planning issues?*
- *Directed staff to make a recommendation to City Council regarding any additional funding needed to implement Planning Commissioner training.*
- *Directed staff to make a recommendation to City Council regarding funding of attendance of assistant City Attorney at Planning Commission meetings.*

#### 4. PUBLIC COMMENTS

- a. **Joyce Hundall**, West Hollywood, commended consultants and Planning Commission for public review process/listening to residents, the public review process for transportation issues has ended, and City does not obey CEQA guidelines, specifically the Beverly Square West reports.
- b. **Jeanne Dobrin**, West Hollywood, commented on Brown Act, ex parte comments and meeting with developers, letters to Commissioners, and the number of public speakers and their effect on decisions of City Council.

#### 5. ADJOURNMENT

**Action:** To adjourn the Planning Commission/City Council study session to the next City Council regular meeting on Monday, November 4, 1996 from 7:00 p.m. until completion at the West Hollywood Auditorium in West Hollywood Park, 647 N. San Vicente Boulevard in West Hollywood; and to the next Planning Commission regular meeting on Thursday, November 7, 1996 from 6:30 p.m. until completion at the West Hollywood Auditorium in West Hollywood Park, 647 N. San Vicente Boulevard in West Hollywood.

**PASSED, APPROVED AND ADOPTED THIS DAY OF FEBRUARY 20, 1996.**

**CHAIRPERSON:**



**ATTEST:**

**COMMUNITY DEVELOPMENT DIRECTOR:**

