

**CITY OF WEST HOLLYWOOD
PLANNING COMMISSION**

**Wednesday, January 25, 1995
6:00 p.m. - Special Meeting**

MINUTES

I. CALL TO ORDER

- A. Roll Call:** Commissioners Present: Behr, Crowe, Jones, Litz,
Richmond
- Staff Present: Gay Forbes, Director of
Community Development

B. Approval of Agenda

II. PLANNING COMMISSION/STAFF RETREAT

A. Commission/Staff Relations

It was decided to put this off until a future retreat can be held with planning staff.

B. Preparation of Staff Reports

It was decided to put this off to a future retreat as well.

It was remarked that the packets and staff reports have been much improved in the last couple of months since Lisa Heep's arrival.

There was discussion about the community workshop that is being planned by Hassan for the Sunset Specific Plan.

There was discussion about West Hollywood West mansionization. Gay Forbes reported that West Hollywood West has not taken an official position on this yet. Brad Crowe reported on a discussion that was had at the West Hollywood West Association meeting.

C. Planning Commission Priorities

The discussion of priorities was based on a memo to the Planning Commission from James Litz dated January 19, 1995, entitled "Items for Retreat Study Session." It was decided that the Planning Commission would try to prioritize the items on that memorandum and then discuss

priorities again in relation to the list that Lisa Heep had created which was not before the Commission at this time. There was general agreement that the East Side Zoning was a very high priority. There was then a long discussion about the West Hollywood West mansionization amendment request and a lot of ideas were talked about. There was general agreement that the area should be protected and that staff should come forward to the Commission with a couple of alternatives about how to do that.

Creative Signs. Gay Forbes reported that the criteria being used by the staff regarding Creative Signs is that there must be a nexus between the deviation from the Sign Code and the nature of the business or the nature of the property involved. There was general agreement that this was a good approach and that a Creative Sign application used only to get around the limits on the total number of signs is not creative. There was also consensus that the Commission would like to see good examples of existing creative signs.

Media Quotes. It was agreed that all the Commissioners can talk to the press. When they are speaking for themselves alone they should make that clear. A Commissioner can represent themselves as representing the Commission only when the Commission has specifically appointed him/her to do so.

East Side Rezoning. Again, the consensus was that this has top priority over all the other zoning issues. Some specific ideas were discussed in relation to that, including the directive to look at all of the land east of Fairfax and to look at the East Side Revitalization Plan, to look specifically at Fountain and Lexington and be particularly careful about Martel.

Fences and Walls. The consensus on this was that this is a fairly routine matter and that staff should get it done as soon as possible as long as it is not a burden on staff. What should be done is to change the standards so variances are not necessary. The example talked about was Lloyd and the Rangely swimming pool fence. This is a low to mid priority.

R4 + PK. The consensus was that the staff should look at each R4 + PK lot on its own merits to see what is appropriate as a transition between residential and commercial. A parking lot may have worse impacts on the residential area than either commercial, residential or mixed-use development. There is general consensus that at some point we should look at all transitional zones. It was agreed that this is actually a lower priority after the East Side, West Hollywood West, and the fences and walls.

PDC Parking. The direction given was that staff should come back to the Planning Commission with a report first that discusses the utilization of the 180 spaces at the PDC and compliance with the permits given for those 180 spaces. Second, the report should talk about what the Zoning Text Amendment actually says. And third, how this situation could be addressed where there is a renewal or expiration of the permit.

Permit Extension and Expirations: Most of this had been discussed during the PDC discussion.

Smoking Ordinance. This was given a high priority and staff is to report to the Commission when we get the City Attorney's assessment of the new State legislation. The question was also raised as to when may outdoor dining actually become indoor for the purposes of the smoking ordinance.

Appeals. The consensus of the Commission was that this is a high priority and that we should simplify the appeal language in the zoning ordinance so that there can be only one appeal of one decision and that there cannot be two appeals of the same decision unless there is some change in circumstances.

Illegal Uses. There was discussion about what, if any, action the Commission should take regarding businesses operating illegally.

D. Meeting Procedures and Processes

There was a discussion about how much time to allow for an adjacent jurisdiction which sends representatives to testify before the Commission. It was agreed that staff should write to jurisdictions advising that they need to request in advance if they want more than 2 minutes, and that they can request up to 10 minutes.

The second issue regarding procedures and processes was appeals. It was confirmed that the appellant will be given 10 minutes; the original applicant will be given 10 minutes; and then there will be rebuttal time of 5 minutes each for the applicant and the appellant.

The Commission then discussed the Sunset Specific Plan hearing procedures. It was agreed that the discussions are not efficient. Staff is to provide an outline of issues for discussion with the staff report. One option suggested was that the staff was to do the same thing that was done by the General Plan Advisory Committee during the adoption of the General Plan, which was that the staff recommendation was presented, and that Planning Commissioners were to then present any suggested changes for discussion. The suggestion was also made that staff reports should be

written more simply, less like a narrative and more with facts in bullets. There was general agreement that the role of the Commission is to make policy decisions and the role of the staff is to do the technical work and to present issues for decision. The Commission should focus discussion on policy issues and use staff to do the technical work and the technical problem solving. It was also suggested that the Commission was spending too much time discussing existing conditions on properties on Sunset Boulevard as opposed to the long-term planning vision.

E. Planning Commission Decision Making

This topic was not discussed.

F. Scheduling of Meetings

The Commission discussed the possibility of a third regular meeting in the month. It was felt that there should be no third meeting except in months with 5 weeks, when it would be less burdensome.

The Commission also agreed upon a goal for completion of the Sunset Specific Plan: the end of May or the first of June.

G. Minutes

There was consensus that the minutes are now being done at a satisfactory level of detail.

H. Agenda for next Commission/Staff Retreat

There was general agreement that the Planning Commission is functioning well.

It was suggested that alcohol permit approvals should be on the agenda for the next Planning Commission staff retreat.

III. ITEMS FROM CITIZENS

None

IV. ADJOURNMENT

The meeting was adjourned to the Planning Commission meeting of February 2, 1995, at 6:00 p.m.