**CITY OF WEST HOLLYWOOD**

**PLANNING COMMISSION AGENDA**

**Tuesday, March 24, 2020**

**Special Teleconference Meeting at 6:30 PM**

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\*IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), THE GOVERNOR OF CALIFORNIA HAS ORDERED ALL CALIFORNIANS TO STAY HOME AND AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE.

Please join the meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/567201853>. You can also dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) United States: +1 (646) 749-3112 - One-touch: [tel:+16467493112,,567201853#](tel:+16467493112,,567201853) Access Code: 567-201-853

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS BEFORE THE PLANNING COMMISSION are encouraged to SUBMIT COMMENTS BY EMAILING THE PLANNING COMMISSION SECRETARY DAVID GILLIG AT [dgillig@weho.org](mailto:dgillig@weho.org) WHICH WILL BE PROVIDED TO THE PLANNING COMMISSION AS PART OF THE MEETING RECORD AND WILL BE READ during the appropriate time and Agenda Item. Comments WILL BE UPLOADED TO THE CITY’S WEBSITE. Email comments will be accepted until commission deliberation on the agenda item and will be limited to the three-minute time limit when read aloud. Public comment will also be accepted through the teleconference line at the appropriate time on the agenda. Public comments can also be submitted through the Planning Commission webpage.

To comply with the American with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for checkout at the meeting. If you require special assistance to participate in this meeting (e.g., a signer for the hearing impaired), you must call, or submit your request in writing to the Office of the City Clerk at (323) 848-6409 at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496.

Special meeting related accommodations (e.g., transportation) may be provided upon written request to the Office of the City Clerk at least 48 hours prior to the meeting. For information on public transportation, call 1-323-GO-METRO (323/466-3876) or go to [www.metro.net](http://www.metro.net)

Written materials distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution in the Planning and Development Services Department at 8300 Santa Monica Boulevard, West Hollywood, California, during normal business hours. They will also be available for inspection during the Planning Commission meeting at the staff liaison’s table.

This agenda was posted at: City Hall, the Planning and Development Services Department Public Counter, West Hollywood Library on San Vicente Boulevard, Plummer Park, and the West Hollywood Sheriff's Station.

**NOTE: Any agenda item which has not been initiated by 10:30 P.M. may be continued to a subsequent Planning Commission Agenda.**

Reminder: please speak clearly into microphones and turn off all cellular phones and pagers.

For additional information on any item listed below, please contact Jennifer Alkire, AICP, Current and Historic Preservation Planning Manager ([jalkire@weho.org](mailto:jalkire@weho.org)) (323) 848-6487 or Robyn Eason, AICP, Acting Long Range Planning Manager ([reason@weho.org](mailto:reason@weho.org)) (323) 848-6558.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**

***I pledge Allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with Liberty and Justice for all.***

1. **ROLL CALL**

**4. APPROVAL OF THE AGENDA**

*SUBJECT: The Planning Commission is requested to approve the Agenda.*

RECOMMENDATION: 1) Approve the Agenda of Thursday, March 19, 2020.

**5. APPROVAL OF MINUTES**

*SUBJECT: The Planning Commission is requested to approve the minutes of prior Planning Commission meetings.*

RECOMMENDATION: Continue to Thursday, April 2, 2020:

1. **March 5, 2020**

**6. PUBLIC COMMENT**

This time, limited to a maximum of twenty (20) minutes, has been set aside for the public to address the Planning Commission on any item that is not set for public hearing or any item that is not on tonight’s agenda. In accordance with the Brown Act, public comment relating to business not appearing on the agenda cannot be acted upon or discussed by the Commission during the meeting, but may be referred to staff for report on a future agenda, ordered received and filed, or referred to the proper department for administrative resolution. Staff requests that all persons wishing to address the Commission fill out a Speaker's Slip and give it to the Commission Secretary prior to speaking. The Commission requests that when you begin speaking you state your name and the name of the city where you reside. Individuals may address the Commission for up to three (3) minutes each, unless the Commission determines a different time limit.

**7. DIRECTOR’S REPORT**

**8. ITEMS FROM COMMISSIONERS**

**9. CONSENT CALENDAR.** None.

**10. PUBLIC HEARINGS.**

1. **916 WESTBOURNE DRIVE:**

*SUBJECT: The Planning Commission will hold a public hearing to consider a request for the subdivision of an eight-unit residential building into a common interest development, located at 916 Westbourne Drive, West Hollywood, California.*

**Applicant:** Maham Sabbaghian

**Planner:** Roger Rath, Assistant Planner

**Recommendation:** 1) Approve the application; and 2) Adopt draft Resolution No. PC 20-1359 approving a tentative tract map (Major Land Division No. 82762), for the property located at 916 Westbourne Drive, West Hollywood, California.

1. **8225-8237 FOUNTAIN AVENUE:**

*SUBJECT: The Planning Commission will hold a public hearing to consider a request to subdivide a seven-unit residential building into a common interest development, located at 8225-8237 Fountain Avenue, West Hollywood, California.*

**Applicant:** Jay Friedman

**Planner:** Dereck Purificacion, Associate Planner

**Recommendation:** 1) Approve the application; 2) Adopt draft Resolution No. PC 20-1357 conditionally approving a development permit, for the properties located at 8225-8237 Fountain Avenue, West Hollywood, California; and 3) Adopt draft Resolution No. PC 20-1358 conditionally approving a tentative tract map (Major Land Division No. 82332), for the for the properties located at 8225-8237 Fountain Avenue, West Hollywood, California.

1. **ZONE TEXT AMENDMENT**

**SHORT-TERM RENTAL REGULATIONS**

*SUBJECT: The Planning Commission will hold a public hearing to consider a request to add a new Subsection (D) to Section §19.36.331 (Short-Term Rentals) to prohibit the solicitation of City residents to host short-term rentals, citywide, West Hollywood, California.*

**Applicant:** City of West Hollywood

**Planner:** Daniel Rivas, Code Compliance Manager

Rachel Dimond, AICP, Senior Planner

**Recommendation:** 1) Adopt draft Resolution No. PC 20-1352 recommending that the City Council approve a zone text amendment to add subsection (D) to Section §19.36.331 (Short-Term Rentals), citywide, West Hollywood, California.

**11. NEW BUSINESS.**

* + 1. **SENATE BILL 743.**

*SUBJECT: The Planning Commission will receive a presentation on the upcoming changes to CEQA methodology and thresholds in compliance with Senate Bill 743.*

**12. UNFINISHED BUSINESS.** None.

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

**14. ITEMS FROM STAFF**

**A. Planning Manager’s Update.**

**15. PUBLIC COMMENT**

This time has been set aside for members of the public who were unable to address the Commission during the twenty-minute public comment period provided in Agenda Item No. 6. The same rules set forth under Agenda Item No. 6 apply.

**16. ITEMS FROM COMMISSIONERS**

* + 1. **Commissioner Comments.**
    2. **Subcommittee Management.**

*SUBJECT: This time has been set aside for commissioners serving on standing subcommittees to report any scheduled absences or conflicts of interest that would prevent them from being present at an upcoming subcommittee meeting. If more than two subcommittee members cannot be present at a meeting, the Chair may reschedule the time or date of the meeting or change the composition of the subcommittee to ensure a quorum can be present.*

**17. ADJOURNMENT.** The Planning Commission will adjourn to a specially scheduled teleconference meeting on **Thursday, April 2, 2020** beginning at 6:30 P.M. until completion, West Hollywood, California.

AFFIDAVIT OF POSTING

State of California )

County of Los Angeles )

City of West Hollywood )

I declare under penalty of perjury that I am employed

by the City of West Hollywood in the Office of the

City Clerk, and that I posted this agenda on:

Date: March 20, 2020

Signature:\\Alyssa T. Poblador\\

Office of the City Clerk

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| --- | --- | --- | --- | --- |
| **UPCOMING MEETING SCHEDULE 2020** | | | | |
| **Date** | **Day** | **Time** | **Meeting Type** | **Location** |
| March 24 | Thursday | 6:30 PM | Special Meeting | Teleconference |
| April 2 | Thursday | 6:30 PM | Regular Meeting | Council Chambers |
| April 16 | Thursday | 6:30 PM | Regular Meeting | Council Chambers |
| May 7 | Thursday | 6:30 PM | Regular Meeting | Council Chambers |

**PLANNING COMMISSION MEMBERS**

*To contact Planning Commissioners, please forward your request to:*

*David Gillig, Planning Commission Secretary at dgillig@weho.org*

**Rogerio Carvalheiro, Chair**

**Adam G. Bass, Vice-Chair**

John Altschul, Commissioner

Sue Buckner, Commissioner

John Erickson, Commissioner

Lynn Hoopingarner, Commissioner

Stacey E. Jones, Commissioner

**STAFF**

John Keho, AICP, Director, Planning & Development Services Department

Jennifer Alkire, AICP, Current and Historic Preservation Planning Manager (CHPP)

Robyn Eason, Acting Long Range Planning Manager (LRP)

Lauren Langer, Assistant City Attorney

David Gillig, Commission Secretary

City of West Hollywood, Planning & Development Services Department

8300 Santa Monica Boulevard, West Hollywood, CA 90069-4314

323.848.6475 (main) ∆ 323.848.6569 (fax)

***AGENDA POLICIES***

*The Planning Commission considers a range of requests for development permits, appeals, and planning policy matters, and conducts public hearings on many of its agenda items. Due to the number, complexity and public interest associated with many agenda items, meetings of the Planning Commission are generally lengthy. The Planning Commission makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.*

***REQUEST TO SPEAK*** *on an item must be submitted on a Speakers Request Form and submitted to the Planning Commission Secretary. All requests to address the Planning Commission on Public Hearings items must be submitted prior to the Planning Commission’s consideration of the item.*

***CONSENT CALENDAR*** *items will be acted upon by the Planning Commission at one time without discussion, unless a Planning Commissioner pulls a specific item for discussion.*

***PUBLIC HEARINGS PROCEDURES*** *on each Public Hearing item include presentation of a staff report; Planning Commission questions of staff; a ten (10) minute presentation by the project applicant or applicant’s representative or team, if any; Planning Commission questions of the applicant; three (3) minutes for each member of the public wishing to speak to the item; five (5) minutes for the project applicant to respond to the public or clarify issues raised by the public; Planning Commission deliberations and decisions. In order to facilitate a fair and proper hearing the Chair or Commission may lengthen or shorten the time allotted per speaker on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration.*

***PRESENTATIONS BY MEMBERS OF THE PUBLIC*** *should begin with the speaker stating his or her name and city of residence, followed by a statement regarding the item under consideration. Please speak to the Planning Commission as a whole.*

***PROFESSIONALS APPEARING BEFORE THE PLANNING COMMISSION*** *should clearly identify their status, such as “attorney”, “paralegal”, “architect”, “designer”, or “landscape architect”. Instances of misrepresentation of professional status may be referred to the City Attorney for possible prosecution.*

***LETTERS OR WRITTEN MATERIALS*** *regarding agenda items may be submitted to the City Planning Division staff prior to or at the Planning Commission meeting; written materials submitted at least eight (8) days in advance of the meeting will be included in the Planning Commission’s meeting packet. Materials submitted after the deadline may be difficult for the Planning Commission to adequately review.*

***ASSIGNING OF TIME*** *is not permitted.*

***ACTION OF THE PLANNING COMMISSION*** *on most matters occurs with the affirmative votes of at least four (4) Planning Commissioners.*

**APPEAL PROCEDURES**

Any final determination by the Planning Commission may be appealed, and such appeal must be filed within ten (10) calendar days after the Planning Commission action. This appeal shall be made in written form to the City Clerk’s Office, accompanied by an appeal fee or required number of signatures.

The City Clerk, upon filing of said appeal, will set petition for a public hearing before the City of West Hollywood’s City Council at the earliest date.

If you challenge any City of West Hollywood decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on this agenda, or in a written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

The current Planning Commission Agenda and Staff Reports

are available on-line and are tablet supported

[www.weho.org](http://www.weho.org)