



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Teleconference Meeting  
July 16, 2020**

West Hollywood, California

THE CITY OF WEST HOLLYWOOD HAS ADOPTED BRIEF 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](http://www.weho.org/weho-tv/other-city-meetings)

1. **CALL TO ORDER:** Chair Carvalho called the meeting of the Planning Commission to order at 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Hoopingarner led the Pledge of Allegiance.

*The following item was moved and heard after Item 8.- Director's Report:*

3. **SPECIAL ORDER OF BUSINESS:**

- A. **ELECTION OF CHAIR.**

- B. **ELECTION OF VICE-CHAIR.**

4. **ROLL CALL:**

Commissioners Present: Altschul, Buckner, Erickson, Hoopingarner, Jones, Vice-Chair Bass, Chair Carvalho.

Commissioners Absent: None.

Staff Present: Doug Vu, Senior Planner, Jennifer Alkire, Current and Historic Preservation Planning Manager, Lauren Langer, Assistant City Attorney and David Gillig, Commission Secretary.

5. **APPROVAL OF AGENDA.**

**ACTION:** Approve the Planning Commission Agenda of Thursday, July 16, 2020 as amended. **Moved by Commissioner Buckner, seconded by Commissioner Jones and unanimously passes.**

6. **APPROVAL OF MINUTES.**

- A. **June 18, 2020**

**ACTION:** 1) Continue to Thursday, August 6, 2020. **Moved by Commissioner Buckner, seconded by Vice-Chair Bass and unanimously passes.**

**7. PUBLIC COMMENT.** None.

**8. DIRECTOR'S REPORT.**

John Keho, Director, Planning and Development Services Department updated the commission on Temporary Expansion Outdoor Permits (TOEP), for restaurants looking to expand their outdoor dining during this time. He stated the Director's Hearings have resumed via teleconference, and the zone text amendment regarding dwelling unit lease terms will be going before the City Council on Monday July 20, 2020.

The commission questioned and requested clarification regarding the absence of the conditional use permit in relation to the zone text amendment on dwelling unit lease terms.

*The following item was moved and heard out of order:*

**3. SPECIAL ORDER OF BUSINESS:**

Commissioner Hoopingarner ~~motioned~~ nominated the current Chair and Vice-Chair to continue their terms for another year, due to the current pandemic and non-fulfillment of their entire terms.

Seconded by Commissioner Altschul.

Vice-Chair Bass read into the record Section 3.3 of the Planning Commission By-Laws regarding the elective process:

*3.3 Term of the Chair and Vice-Chair. The term of office of the Chair and Vice Chair shall be one year. A Commissioner shall not serve more than one consecutive term as Chair. Nothing shall prevent the Commission from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting. If, due to extenuating circumstances, a Chair or Vice-Chair serves less than 9 months, they shall be eligible to be nominated and re-elected to serve a consecutive term of one year at the end of election in July.*

After discussion regarding the By-Laws, Lauren Langer, Assistant City Attorney clarified the current Chair and Vice-Chair did in fact serve more than 9 months in the capacity of Chair and Vice-Chair for the 2019-2020 term. Therefore, it would be appropriate to nominate a new Chair and Vice-Chair.

**A. ELECTION OF CHAIR.**

**ACTION:** Elect Adam G. Bass as Chair of the Planning Commission for a term through June 30, 2021. **Nominated by Commissioner Erickson, seconded by Commissioner Jones and unanimously carried.**

**B. ELECTION OF VICE-CHAIR.**

Commissioner Jones nominated Commissioner Hoopingarner for Vice-Chair. Seconded by Commissioner Buckner.

Commissioner Erickson nominated (himself) Commissioner Erickson as Vice-Chair. Seconded by Commissioner Altschul.

**ACTION:** Elect John Erickson as Vice-Chair of the Planning Commission for a term through June 30, 2021. **Nominated by Commissioner Erickson, seconded by Commissioner Altschul and passes on the following vote:**

**ERICKSON: Commissioners Altschul, Carvalheiro, Erickson, Chair Bass.**

**HOOPINGARNER: Commissioners Buckner, Hoopingarner, Jones.**

**9. ITEMS FROM COMMISSIONERS.**

Chair Bass thanked Commissioner Carvalheiro for his time and service as Chair.

Commissioner Buckner thanked Commissioner Carvalheiro for his leadership and service as Chair. She congratulated incoming Chair Bass and Vice-Chair Erickson.

Commissioner Altschul thanked Commissioner Carvalheiro for his leadership and service as Chair. He congratulated incoming Chair Bass and Vice-Chair Erickson.

Vice-Chair Erickson thanked outgoing Commissioner Carvalheiro for his leadership and service as Chair. He congratulated incoming Chair Bass.

Commissioner Carvalheiro thanked the commission for the support and allowing him to serve as Chair for the last year.

Commissioner Jones thanked Commissioner Carvalheiro for his leadership and service as Chair. She congratulated incoming Chair Bass and Vice-Chair Erickson.

Commissioner Hoopingarner thanked Commissioner Carvalheiro for his leadership and service as Chair. She looks forward to working with this next commission.

**10. CONSENT CALENDAR. None.**

*Commissioner Altschul and Commissioner Buckner recused themselves and left the teleconferenced meeting at this time, stating they are both within 500' of the proposed project, located at 8760 Shoreham Drive, West Hollywood, California.*

## **11. PUBLIC HEARINGS.**

### **A. 8760 Shoreham Drive:**

Doug Vu, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, July 16, 2020.

He stated the proposal is a request to demolish an existing two-story duplex to construct a new three-story, approximately 19,010 square-foot, 11-unit multi-family residential building over subterranean parking with 23 parking spaces.

The request includes two modifications: 1) to increase the maximum unit size; and 2) reduce the length of some of the parking spaces in the basement level garage.

He provided geographical dimensions of the lot. He spoke and detailed the history of the project site, neighborhood compatibility, unit sizes, pedestrian access, vehicular access via Sherbourne Drive, massing, green building plan, and open space per unit. He noted the applicant has chosen to pay the in-lieu fee.

The first modification is to increase the maximum average unit size from the permitted 1,200 square-feet to a proposed 1,276 square-feet: a 6% increase. He specified the applicant has stated due to the narrowness of the lot, along the southern boundary, the configuration of several units contains extended hallways to reach the units open living and dining areas that are unusable floor area.

Staff believes it is possible to configure the layout and size of the dwellings to create livable units that comply with the zoning provision. The justification provided by the applicant does not demonstrate the hardship that would warrant granting a modification. Staff finds there is no basis for finding the approval for the additional floor area.

The second modification request is to reduce the length of nine of the 23 parking spaces from the required length of 18' each to 16'2". A 10% decrease. The applicant stated due to the sites irregular shape, the reduced length of nine spaces would provide a more maneuverable parking layout.

Staff believes a hardship does exist in this situation and this modification would not result in any significant impact to adjacent properties. Staff recommends approval of the second modification.

Gwynne Pugh, Urban Design Consultant detailed the architectural analyses and spoke regarding the projects exemplary design designation.

Staff recommends approval, granting the second modification, but does not support the first modification regarding the proposed increase in unit sizes.

The commission requested clarification regarding unit size modifications, interior changes, and mezzanine calculations.

Chair Bass opened the public hearing for Item 10.A.

JOHN MEBASSER, LOS ANGELES, architect, presented the applicant's report. He spoke and detailed the site projections, vicinity, location, site irregularities, topography, building envelope, mass, height, elevations, building entrance, balconies, air circulation, bicycle and storage areas, private roof deck, color palette, materials, parking, and landscaping.

NICKI CARLSON, LOS ANGELES, applicant representative, continued the applicant's report. She spoke and clarified the two modifications and the green building point incentive. She detailed the parking maneuverability, open space and requested approval of the modifications.

**THE COMMISSION TOOK A FIVE (5) MINUTE RECESS AT 7:55 P.M. AND RECONVENED AT 8:00 P.M.**

ELYSE EISENBERG, WEST HOLLYWOOD spoke in support of staff's recommendation of approval.

Commission Secretary read into the record the following correspondence received after publicized deadlines:

BARRY Z. SCOTT, WEST HOLLYWOOD, Dear Sir/Madam, I am writing to advise you that a number of local residents in proximity to 8760 Shoreham Drive, the site address appearing in the Notice of Public Hearing below, are in opposition to the proposed development. I have left a telephone message for Mr. Dereck Purificacion on Monday, July 13, 2020 in order to clarify the procedures for participating in the scheduled Public Hearing, but have not been responded to. We do not wish to be excluded from the Public Hearing, scheduled to take place [on Thursday, July 16, at 6:30 p.m.](#) We will neither tolerate nor accept any suspension of our rights of participation, based upon the City's belief that due process will be maintained in the adjusted meeting procedures. Additionally, we have not received any mailing through U.S. Mail announcing this Public Hearing.

UNKNOWN, WEST HOLLYWOOD, these projects usually take 1.5-2 years of constant, high decibel noise, like the sound of a jet engine in your face. My street facing windows will be plummeted with dust and debris. It will come inside surrounding apartments how will our health and lungs be impacted? What about the health of our pets? The construction trucks will emit toxic exhaust that the residents will be inhaling. Since health concerns are especially relevant these days considering the Covid-19 crisis, this may only exacerbate the issue

LEONIE, WEST HOLLYWOOD, I am deeply concerned about the proposed project at 8760 Shoreham and its drastic impact on our quality of life in our quiet little neighborhood. I am a resident facing the street of Shoreham Drive. We are already subject to the daily noise of trucks, traffic, and passersby's, which will only increase with the proposed project. We feel concern for the structural integrity of our building throughout a massive construction project, where we can sense the vibrations of large cars and trucks driving by and helicopters hovering above. The heavy equipment and massive trucks will undoubtedly be massively disruptive. We will be subject to large amounts of dust and debris which will affect our health and wellbeing. We expect getting in and out of our driveway without issue will no longer be possible, and furthermore reduce (already limited) street parking for guests. We have been lucky to receive some sense of privacy protection provided by the beautiful large trees surrounding the property at 8760. Trees provide a sense of peace to our neighborhood, a little sanctuary of nature, which is already so rare in a big city. That will be stripped away and we will only be left even more exposed

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

NICKI CARLSON, LOS ANGELES, applicant representative, presented the applicant's rebuttal. She spoke regarding the demolition construction phase and stated there is a construction mitigation plan that will be approved by the City of West Hollywood.

The Commission spoke in favor of the exemplary design and open space.

They discussed and had concerns regarding the requested modifications, the hardship request, including maneuverability in the parking garage, parking spaces/sizes, additional floor area, common open space, green building points, and construction mitigation.

**Commissioner Hoopingarner moved to: 1) continue this item to a date uncertain to allow the applicant time to address the concerns and to comply with the code.**

**Seconded by Vice Chair Erickson.**

**ACTION:** 1) Continue to a date uncertain. **Moved by Commissioner Hoopingarner, seconded by Vice-Chair Erickson and passes, noting Commissioner Altschul and Commissioner Buckner recused.**

**12. NEW BUSINESS.** None.

**13. UNFINISHED BUSINESS.** None.

**14. EXCLUDED CONSENT CALENDAR.** None.

**15. ITEMS FROM STAFF.**

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

Jenifer Alkire, Current and Historic Preservation Planning Manager provided an update of upcoming projects tentatively scheduled.

**16. PUBLIC COMMENT.** None.

**17. ITEMS FROM COMMISSIONERS.**

**A. Commissioner Comments.**

Commissioner Hoopingarner commented on the first Design Review Subcommittee meeting via the Zoom platform.

**B. Subcommittee Management.**

The following projects are tentatively scheduled for Design Review Subcommittee: 1) July 23, 2020 - 8850 Sunset Boulevard, mixed-use hotel development project; and 2) August 13, 2020 - Sunset Arts and Advertising Program

**18. ADJOURNMENT:** The Planning Commission adjourned at 8:45 p.m. to a regularly scheduled meeting on Thursday, August 6, 2020 beginning at 6:30 p.m. Given the local, state and nation state of emergency, this meeting will be a teleconferenced meeting (with detailed instructions for participation included on the posted agenda). **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 6<sup>th</sup> day of August, 2020 by the following vote:

AYES: Commissioner: Altschul, Carvalheiro, Hoopingarner, Jones, Vice-Chair Erickson, Chair Bass.

NOES: Commissioner: None.

ABSENT: Commissioner: Buckner.

ABSTAIN: Commissioner: None.

  
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ADAM G. BASS, CHAIRPERSON

ATTEST:

  
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DAVID K. GILLIG, COMMISSION SECRETARY