



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Teleconference Meeting  
December 3, 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 Bass called the meeting of the Planning Commission to order at 6:40 p.m.

2. **PLEDGE OF ALLEGIANCE:** Vice-Chair Erickson led the Pledge of Allegiance.

3. **ROLL CALL:**

Commissioners Present: Altschul, Buckner, Carvalheiro, Hoopingarner, Jones, \*Vice-Chair Erickson, Chair Bass.

Commissioners Absent: None.

Staff Present: Gurdeep Kaur, Assistant Planner, Bryan Eck, Acting Long Range Planning Manager, Jennifer Alkire, Current and Historic Preservation Planning Manager, Lauren Langer, Assistant City Attorney, and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

**ACTION:** Approve the Planning Commission agenda of Thursday, December 3, 2020 as presented. **Moved by Commissioner Hoopingarner, seconded by Commissioner Altschul and unanimously passes.**

5. **APPROVAL OF MINUTES.**

A. **November 5, 2020**

Secretary Gillig amended the minutes as follows on page 5 of 11: *“The Commission took a ~~five~~-ten (10) minute recess at 8:35 p.m. and reconvened at 8:45 p.m.”*

**ACTION:** Approve the minutes of Thursday, November 5, 2020 as amended. **Moved by Vice-Chair Erickson, seconded by Commissioner Hoopingarner and unanimously passes.**

## **B. November 19, 2020**

The draft minutes of Thursday, November 19, 2020 have been sent for official court transcription, due to possible future litigation.

**ACTION:** Continue the minutes of Thursday, November 19, 2020 to Thursday, January 21, 2021. **Moved by Commissioner Hoopingarner, seconded by Commissioner Altschul and unanimously passes as part of the approved agenda.**

### **6. PUBLIC COMMENT.**

Mayor Horvath thanked Commissioner Altschul for his years of service and dedication to the City of West Hollywood, stating he served for 6 years on the Public Safety Commission, and the Planning Commission since 1996. She presented him with a Proclamation from the City Council.

Councilmember D'Amico thanked Commissioner Altschul for his commitment to the City of West Hollywood, and his ongoing friendship.

Councilmember Meister thanked Commissioner Altschul for his years of service to the City of West Hollywood, his guidance and wished him well.

The following spoke and thanked Commissioner Altschul for his years of service, his friendship, guidance, encouragement, and leadership.

Roy Huebner, former Planning Commissioner, Joseph Guardarrama, former Planning Commissioner, Alan Bernstein, former Planning Commissioner, Barbara Hamaker, former Planning Commissioner, Bianca Siegl, former West Hollywood Long Range Planning Manager, and Stephanie Reich, former West Hollywood Urban Designer.

Public comments were read into the record from Sheila Lightfoot, former Planning Commissioner, and Christian Roberts, Pacific Palisades.

### **7. DIRECTOR'S REPORT.**

John Keho, Director, Planning and Development Services Department thanked Commissioner Altschul for his years of service, his leadership and wished him all the best. He thanked Vice-Chair Erickson for his service on the Planning Commission and congratulated him on his election to City Council.

He stated the following items will be on the upcoming City Council agenda on Monday, December 7, 2020; a zone text amendment regarding affordable housing, and the digital billboard at 8743 Sunset Boulevard.

**8. ITEMS FROM COMMISSIONERS.**

Chair Bass thanked Mayor Horvath, Councilmember D'Amico, and Councilmember Meister for their attendance tonight.

Commissioner Jones thanked Commissioner Altschul for his years of service, friendship, and mentorship.

Commissioner Carneiro thanked Commissioner Altschul for his years of service, friendship, and mentorship.

Commissioner Hoopingarner thanked Commissioner Altschul for his years of service and investment to the community.

Commissioner Buckner thanked Commissioner Altschul for his years of service, leadership, friendship, and mentorship.

Vice-Chair Erickson thanked Commissioner Altschul for his years of service to the community, friendship, and mentorship. He thanked his fellow commissioners, and staff for all their support.

Chair Bass thanked Commissioner Altschul for his years of service, friendship, leadership, and mentorship.

Commissioner Altschul thanked all his colleagues, and friends throughout the years of his service.

**9. CONSENT CALENDAR.** None.

*\*Vice-Chair Erickson recused himself at this time stating the following is a public hearing (which may come before the City Council) and left the meeting.*

**10. PUBLIC HEARINGS.**

**A. 1032-1036 N. Ogden Drive:**

Gurdeep Kaur, Assistant Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, December 3, 2020.

She stated this is a request to demolish two single-family dwelling units within two contiguous parcels and construct an approximately 23,053 square-foot, four-story, fourteen-unit condominium building with one affordable unit over one level of semi-subterranean parking.

She spoke and detailed the height, massing, average unit sizes, private open space, design elements and materials, semi-subterranean parking, landscaping, and the inclusionary housing unit.

She stated the applicant is requesting a waiver to expand the building envelope to allow an additional story and 14'-3" height increase beyond the three-story, 35-foot maximum allowed in the R3B zoning district.

Since the applicant is providing one affordable unit, the project qualifies for two concessions. The applicant has elected to use one concession for a reduction in the front yard setback requirement. The required front yard setback is an average of the neighboring parcels, which would be 28'-6". The applicant has requested a concession to allow relief from the required setback and instead provide a 15-foot setback.

The second concession for relief is for the required six-foot additional setback for second and upper stories.

The applicant is providing 11 pairs of the 28 parking spaces in tandem and is requesting a modification to reduce the front 11 spaces and two other side-by-side spaces by 10% in length to 16 feet 2 inches. The tandem pair depth would be 34'-2".

Staff recommends approval, subject to the findings and conditions of approval set forth in the draft resolution.

The commission requested clarification regarding the size of the reduced tandem parking spaces, front yard setbacks, and questioned the absence of landscaping plans.

Commissioner Jones disclosed for the record she had a phone conversation with the applicant's representative, Edward Levin. They discussed matters contained in the staff report.

Commissioner Buckner disclosed for the record she had a phone conversation with the applicant's representative, Edward Levin. They discussed matters contained in the staff report. She reviewed this project when it came before the Design Review Subcommittee.

Commissioner Carvalheiro disclosed for the record he had a phone conversation with the applicant's representative, Edward Levin. They discussed matters contained in the staff report. He reviewed this project when it came before the Design Review Subcommittee.

Chair Bass disclosed for the record he had a phone conversation with the applicant's representative, Edward Levin. They discussed matters contained in the staff report. After conferring with the City Attorney, he confirmed he lives within 500' of the project, and clarified he is a month-to-month renter, and has no financial conflicts.

Commissioner Altschul had no official disclosures.

Commissioner Hoopingarner had no official disclosures.

Commissioner Hoopingarner presented the Design Review Subcommittee report. She spoke and detailed the urban design, building design, building performance, climate action and environment. The subcommittee was in favor of the street facing massing, and the elevated front terrace (porch). The subcommittee asked the applicant to revisit the material palette, and to avoid a top-heavy appearance. They encouraged the architect and landscape architect to revise the front, for more of a grand entry, and to integrate disability access from the sidewalk, and create a more inviting and secure open space, with the possibility of opening the gym and fitness area more to the outdoors. Breezeways to the center court were an asset to the project but were not ideal regarding natural light. Metal seams, and bronze color was discussed. They had concerns with the north and south facades; compared to the east and west facades. Interior court space was not as activated as it could have been. There were additional concerns about the parking configuration and trash room doors, solar panels, and landscape plans.

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

EDWARD LEVIN, Levin-Morris Architects, applicant's representative presented the applicant's report. He spoke and detailed the project site, façade, height, massing, cross ventilation, tandem parking spaces, requested reduction, mobility in the parking garage, landscape permeability, ground floor plan, entryway width, water feature, disability access, setbacks, second and fourth floor plans, terraces, courtyard, street façade, material palette, and landscape plan.

The commission questioned and requested clarification regarding the tandem parking dimensions, ground surface material, color palette, and the tentative tract map.

Commissioner Altschul requested the commission consider that all the printed materials with relevance to the sales, that the parking spaces are reduced from the requirements of the code.

Edward Levin, applicant's representative agreed to this condition.

ANONYMOUS, WEST HOLLYWOOD has concerns regarding this item. She spoke regarding construction mitigation measures, noise, and gentrification.

VICTOR OMELCZENKO, WEST HOLLYWOOD has concerns regarding this item. He spoke regarding ongoing new construction, gentrification, historic resource assessments, and neighborhood compatibility.

EDWARD LEVIN, Levin-Morris Architects, applicant's representative presented the applicant's rebuttal. He spoke regarding reduced construction impacts and construction timelines, historic resource assessments, affordable housing unit, and gentrification.

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

The commission requested clarification regarding the current neighborhood construction projects and timelines, construction mitigations, and the affordable housing units.

The commission discussed the design, compact and tandem parking spaces, parking mobility, courtyard, cross-ventilation, elevations, material palette, setbacks, and landscaping.

They had concerns there were no landscaping plans available to make a finding. Discussion was had if the landscaping plans and design issues should be brought back to the design review subcommittee for final approval.

Jennifer Alkire, Current & Historic Preservation Planning Manager stated the current preliminary landscaping plans meet the general standards. She referenced Condition No. 9 of draft Resolution No. 20-1375, that it requires the final landscaping and irrigation plans at plan check.

PAUL LEWIS, landscape architect, clarified the landscape design changes and spoke regarding the planter garden wall, recommended vegetation, shrub massing, opening the courtyard, and recommended canopy trees.

**Commissioner Buckner moved to: 1) approve staff's recommendation of approval as presented.**

**Seconded by Commissioner Hoopingarner**

**Commissioner Altschul requested an amendment to the motion: a) "All the printed materials with relevance to the sales, that the parking spaces are reduced from the requirements of the code."**

**Commissioner Buckner agreed to this amendment.**

Gurdeep Kaur, Assistant Planner read into the record the following Condition 12.8: "Prior to issuance of the Certificate of Occupancy, the applicant shall provide proof to the Planning and Development Services Director that notification within all lease/rental agreements and Covenants, Conditions, and Restrictions for the project include language that informs the lessee/renter/buyer that the front tandem parking space is reduced in depth from 18 feet to 16 feet 2 inches or 10%."

**ACTION:** 1) Approve staff's recommendation; 2) **Adopt Resolution No. PC 20-1375 as amended:** a) add Condition 12.8: "*Prior to issuance of the Certificate of Occupancy, the applicant shall provide proof to the Planning and Development Services Director that notification within all lease/rental agreements and Covenants, Conditions, and Restrictions for the project include language that informs the lessee/renter/buyer that the front tandem parking space is reduced in depth from 18 feet to 16 feet 2 inches or 10%.*" "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING A DEMOLITION PERMIT, DEVELOPMENT PERMIT, AND A MODIFICATION IN ORDER TO DEMOLISH TWO SINGLE-STORY, SINGLE FAMILY DWELLING UNITS AND CONSTRUCT A FOUR-STORY, FOURTEEN-UNIT CONDOMINIUM BUILDING OVER SEMI-SUBTERRANEAN PARKING, LOCATED AT 1032-1036 N. OGDEN DRIVE, WEST HOLLYWOOD, CALIFORNIA;" 3) **Adopt Resolution No. PC 20-1376 as presented:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, APPROVING A TENTATIVE PARCEL MAP (MAJOR LAND DIVISION NO. 83159) FOR THE subdivision OF A FOUR-STORY, FOURTEEN-UNIT, RESIDENTIAL BUILDING INTO A COMMON INTEREST DEVELOPMENT, LOCATED AT 1032-1036 N. OGDEN DRIVE, WEST HOLLYWOOD, CALIFORNIA;" and 4) Close the Public Hearing for Item 10.A. **Moved by Commissioner Buckner, seconded by Commissioner Hoopingarner, and passes, noting Vice-Chair Erickson recused.**

*The Resolution the Planning Commission just approved memorializes the Commission's final action on this matter. This action is subject to appeal to the City Council. Appeals must be submitted within ten calendar days from this date, to the City Clerk's office. Appeals must be in writing and accompanied by the required fees. The City Clerk's office can provide appeal forms and information about waiver of fees.*

**11. NEW BUSINESS.**

**A. Planning Commission and Design Review Subcommittee Meeting Dates for Calendar Year 2021.**

Bryan Eck, Acting Long Range Planning Manager requested an addendum to the calendar to include temporary meeting dates for the Sunset Arts & Advertising Subcommittee as follows: 1) Shall meet on the 2<sup>nd</sup> Thursday of the months of January, February and March, 2021.

The commission had concerns the requested changes were not noticed to the public.

Lauren Langer, Assistant City Attorney stated this is strictly an Interim scheduling until the makeup of the commission is finalized.

**Commissioner Hoopingarner moved to: 1) approve staff's recommendation of the 2021 meeting calendar dates.**

**Seconded by Commissioner Buckner.**

**ACTION:** 1) Approve staff's recommendations; 2) **Adopt Planning Commission meeting dates for calendar year 2021**, noting the following dates officially cancelled: January 7, 2021, September 16, 2021, and December 16, 2021; 3) **Adopt Design Review Subcommittee meeting dates for calendar year 2021**, noting the following dates officially cancelled: January 14, 2021, February 11, 2021, March 11, 2021, November 11, 2021, November 25, 2021, December 9, 2021, and December 23, 2021; and 4) **Adopt Sunset Arts & Advertising Subcommittee meeting dates for calendar year 2021 as follows:** January 14, 2021, February 11, 2021, March 11, 2021. **Moved by Commissioner Buckner, seconded by Commissioner Hoopingarner, and passes, noting Vice-Chair Erickson recused.**

**12. UNFINISHED BUSINESS.** None.

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

**14. ITEMS FROM STAFF.**

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

Jennifer Alkire, Current and Historic Preservation Planning Manger provided an update of tentative items scheduled for upcoming Planning Commission meetings. She stated the next two meetings on December 17, 2020 and January 7, 2021 have been cancelled. She thanked Commissioner Altschul for his service and mentorship and wished everyone a Happy New Year.



**15. PUBLIC COMMENT.**

EDWARD LEVIN, WEST HOLLYWOOD thanked Commissioner Altschul for all his years of service and guidance.

VICTOR OMELCZENKO, WEST HOLLYWOOD commented on construction mitigation plans, and noticing requirements.

**16. ITEMS FROM COMMISSIONERS.**

**A. Commissioner Comments.**

Commissioner Hoopingarner questioned if there is a possibility of publishing the dates regarding the start of construction projects. She wished everyone happy holidays.

Commissioner Jones thanked Commissioner Altschul and wished Vice-Chair Erickson the best on City Council. She wished everyone a happy, healthy, and safe holiday season.

Commissioner Carvalheiro thanked Commissioner Altschul and wished Vice-Chair Erickson the best on City Council.

Commissioner Buckner thanked Commissioner Altschul and wished Vice-Chair Erickson the best on City Council. She wished everyone a safe holiday season.

Commissioner Altschul gave his appreciation for all his friends that showed up tonight and thanked everyone.

Chair Bass thanked Commissioner Altschul and wished Vice-Chair Erickson the best on City Council.

**B. Subcommittee Management.**

Jennifer Alkire, Current and Historic Preservation Planning Manger provided an update on tentative upcoming projects for the Design Review Subcommittee.

**17. ADJOURMENT.** Noting the cancellations of the Planning Commission meetings on Thursday, December 17, 2020 and Thursday, January 7, 2021, the Planning Commission adjourned at 9:15 p.m. to a regularly scheduled meeting on Thursday, January 21, 2021 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 18<sup>th</sup> day of February 2021 by the following vote:

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

NOES: Commissioner: None.

ABSENT: Commissioner: Thomas.

ABSTAIN: Commissioner: Vinson.

  
\_\_\_\_\_  
ADAM G. BASS, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_  
DAVID K. GILLIG, COMMISSION SECRETARY