



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Teleconference Meeting  
August 6, 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 6:34 p.m.

2. **PLEDGE OF ALLEGIANCE:** Commissioner Jones led the Pledge of Allegiance.

3. **ROLL CALL:**

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

Commissioners Absent: Buckner.

Staff Present: Antonio Castillo, Senior Planner, 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, August 6, 2020 as presented. **Moved by Vice-Chair Erickson, seconded by Commissioner Altschul and passes, noting Commissioner Buckner absent.**

5. **APPROVAL OF MINUTES.**

Secretary Gillig amended the last sentence on page 6 of 13 as follows: *"Affordable housing units are not eligible for the administrative permit in the Section and shall be rented for an initial ~~leas~~ lease term of one year."*

Delete double disclosure regarding Commissioner Hoopingarner on page 10 of 13.

A. **June 18, 2020**

**ACTION:** Approve the minutes of Thursday, June 18, 2020 as amended. **Moved by Vice-Chair Erickson, seconded by Commissioner Jones and passes, noting Commissioner Buckner absent.**

**B. July 16, 2020**

**ACTION:** Approve the minutes of Thursday, July 16, 2020 as presented. **Moved by Vice-Chair Erickson, seconded by Commissioner Altschul and passes, noting Commissioner Buckner absent.**

**6. PUBLIC COMMENT.** None.

**7. DIRECTOR'S REPORT.**

John Keho, Director, Planning and Development Services Department provided an update on the zone text amendment regarding long term leases in multi-family residential properties, which was approved by City Council on Monday, August 3, 2020.

**8. ITEMS FROM COMMISSIONERS.** None.

**9. CONSENT CALENDAR.** None.

**10. PUBLIC HEARINGS.**

**A. 9165-9169 Sunset Boulevard:**

Antonio Castillo, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, August 6, 2020.

He stated the proposal is a request to allow a private co-working membership club with ancillary food service and sale, service, and on-site consumption of full alcohol for its members and guests and a related reduction in the number of required parking spaces.

The existing building is a locally designated cultural resource, operated by "The House on Sunset". The existing office use is currently operated as a co-working creative office space. The conditional use permit would allow the office function to continue in the same manner as it has historically, with ancillary uses such as kitchen and food and beverages.

He clarified the only change in use will be that the office use is limited to private club members and their guests, an incidental sales and service of alcoholic beverages to those same members and guests. No exterior improvements or additional square-footage is proposed.

The House on Sunset proposes to operate daily from 8:00 a.m. to 2:00 a.m. The interior improvements will include a new kitchen in the basement area to provide food service throughout the premises for its members.

The penthouse apartment is still in use by the current property owner and will continue to be part of The House on Sunset as a live-work unit for the membership club but is not a rental apartment for a residence.

The historic property does not maintain any onsite parking spaces, therefore the applicant requests a parking reduction to continue to maintain the nonconforming parking status, given that the underlying use characteristics and intensity will remain consistent with an office function with no additional square footage.

Given the member only nature of the space, the applicant will be applying for a Type 57 ABC License (Special On-Sale General), which authorizes the sale of beer, wine, and distilled spirits, to members and guests only.

Staff supports the applicant's request to operate The House on Sunset as a private co-working membership club with the ancillary uses.

The commission requested clarification and questioned the food and alcohol consumption, current on-street parking, and valet parking,

Commissioner Carvalho disclosed for the record he spoke with the applicant's representative Mark Lehman. They discussed matters contained in the staff report.

Chair Bass disclosed for the record he spoke with the applicant's representative Mark Lehman. They discussed matters contained in the staff report.

There were no other official disclosures.

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

MARK E. LEHMAN, WEST HOLLYWOOD, applicant's representative, provided the applicants report. He provided a history of the property, and spoke and detailed the interior specifications, rehabilitation and infrastructure improvements, co-working analyses, lite food and alcohol service, recommended hours of operation, and parking concerns.

Commissioner Altschul questioned if the applicant would be amicable to adhering to all health requirements imposed by Los Angeles County, and requested this as a condition.

The commission questioned parking by construction workers, delivery services, ride-share drop-off areas, and the rationale for the red-zone in front of the building

Mark E. Lehman, applicant's representative confirmed he is amicable to the added condition relating to Los Angeles County. He clarified the construction parking, valet parking, delivery drop-offs, ride-share services, and procedures for interior remodeling.

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

**Commissioner Altschul moved to: 1) approve staff's recommendation of approval, with the added condition referencing all LA County health protocols shall be observed.**

**Seconded by Commissioner Carvalho.**

The commission discussed the change of use, a possible drop-zone in the front of the building, Los Angeles County health orders, reduced hours of operation to 12:00 midnight, a possible review period regarding the outside patio, parking, maximum occupancy, neighborhood noticing, and outdoor operating hours.

Lauren Langer, Assistant City Attorney suggested amending Condition 4.13 stating: *1) the Director shall review this permit in one year, and 2) six months after the lifting of the local state of emergency in 2020 to determine if the conditions of approval need to be modified.*

**Commissioner Hoopingarner motioned to amend the first motion to include the amendments in Condition 4.13.**

**Commissioner Altschul agreed to the amended motion.**

**Commissioner Carvalho agreed to the amended motion.**

In regard to the motion referencing Los Angeles County health Guidelines, Lauren Langer, Assistant City Attorney suggested adding Condition 4.16: *"the private club operator shall ensure compliance with applicable public health guidelines (orders) enacted by the State of California and Los Angeles County".*

Antonio Castillo, Senior Planner read into the record additional language to address the concerns that this would be brought back to the commission as a public hearing:

4.13) *The Director shall review this permit in one year to determine if the conditions of approval need to be modified to minimize any disturbances on the adjacent residential properties and the immediate neighborhood and reviewed by the Planning Commission six months after the local period of emergency is lifted. Should a determination be made that modifications are necessary, the modifications shall be scheduled for review in compliance with the West Hollywood Municipal Code.*

4.16) *The applicant shall comply with all applicable state and county public health guidelines, including but not limited to social distancing.*

**ACTION:** 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 20-11366 as amended:** a) amend Condition 4.13. *"The Director shall review this permit in one year to determine if the conditions of approval need to be modified to minimize any disturbances on the adjacent residential properties and the immediate neighborhood and reviewed by the Planning Commission six months after the local period of emergency is lifted. Should a determination be made that modifications are necessary, the modifications shall be scheduled for review in compliance with the West Hollywood Municipal Code";* and b) add Condition 4.16. *The applicant shall comply with all applicable state and county public health guidelines, including but not limited to social distancing*". "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, CONDITIONALLY APPROVING A CONDITIONAL USE PERMIT TO ALLOW A PRIVATE MEMBERSHIP CLUB WITH CREATIVE OFFICE CO-WORKING SPACE, ON-SITE SALE , SERVICE, AND CONSUMPTION OF FULL ALCOHOL, AND PARKING REDUCTION LOCATED AT 9165-9169 SUNSET BOULEVARD, WEST HOLLYWOOD, CALIFORNIA (THE HOUSE ON SUNSET)"; and 3) Close the Public Hearing for Item 10.A. **Moved by Commissioner Altschul, seconded by Commissioner Carvalho and passes, noting Commissioner Buckner absent.**

Commission Secretary Gillig officially read into the record the appeal procedure for 9165=9169 Sunset Boulevard, West Hollywood, California.

*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 Subcommittee Appointments.

Chair Bass made the following appointments:

- **Climate Action and Adaptation Plan (CAAP):**  
**ACTION:** 1) Appoint Lynn Hoopingarner, and 2) John Erickson for a term through June 30, 2021.
- **Census 2020 Complete Count Committee:**  
**ACTION:** 1) Appoint John Erickson for a term through June 30, 2021.
- **Design Review Subcommittee:**  
**ACTION:** 1) Appoint Lynn Hoopingarner, Chair, 2) Sue Buckner, and 3) Rogerio Carvalheiro for a term through June 30, 2021.
- **Long Range Planning Projects Subcommittee:**  
**ACTION:** 1) Appoint Stacey Jones, Chair 2) Adam Bass, and 3) John Erickson for a term through June 30, 2021.
- **1343 N. Laurel Avenue Visions Concept Committee:**  
**ACTION:** 1) Appoint Adam Bass, and 2) Rogerio Carvalheiro for a term through June 30, 2021.

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 stated the following meetings will be officially cancelled: 1) Thursday, August 20, 2020, and 2) Thursday, September 3, 2020. She provided an update on tentative upcoming projects for the Planning Commission, and stated the appeal regarding 1107 N. La Cienega Boulevard (Chevron) will be presented at the next City Council meeting on Monday, August 17, 2020.

She thanked Robyn Eason for her time as acting Long Range Planning Manager and stated Bryan Eck will now be rotated into the acting Long-Range Planning Manager position.

**15. PUBLIC COMMENT.** None.

**16. ITEMS FROM COMMISSIONERS.**

**A. Commissioner Comments.** None.

**B. Subcommittee Management.**

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

**17. ADJOURNMENT.** Noting the cancellations of the Planning Commission meetings on Thursday, August 20, 2020 and Thursday, September 3, 2020, the Planning Commission adjourned at 7:45 p.m. to a regularly scheduled meeting on Thursday, September 17, 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.**

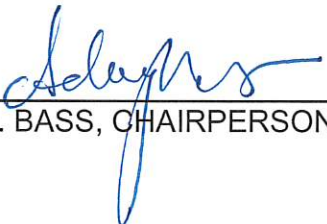
**PASSED, APPROVED AND ADOPTED** by the Planning Commission of the City of West Hollywood at a regular meeting held this 15<sup>th</sup> day of October, 2020 by the following vote:

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

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: Buckner.

  
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ADAM G. BASS, CHAIRPERSON

ATTEST:

  
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DAVID K. GILLIG, COMMISSION SECRETARY