



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Teleconference Meeting
March 4, 2021**

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

1. **CALL TO ORDER:** Chair Bass called the meeting of the Planning Commission to order at 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Thomas led the Pledge of Allegiance.
3. **ROLL CALL:**
Commissioners Present: Buckner, Carvalheiro, Jones, Thomas, Vinson, Vice-Chair Hoopingarner, Chair Bass.

Commissioners Absent: None.

Staff Present: Antonio Castillo, Senior Planner, Ric Abramson, Urban Design and Architecture Studio Manager, Jennifer Alkire, Current and Historic Preservation Planning Manager, Lauren Langer, Assistant City Attorney, and David Gillig, Commission Secretary.
4. **APPROVAL OF AGENDA.**
Approve the Planning Commission agenda of Thursday, March 4, 2021 as presented. **Moved by Commissioner Jones, seconded by Vice-Chair Hoopingarner and unanimously passes.**
5. **APPROVAL OF MINUTES.**
 - A. **February 18, 2021**

ACTION: Approve the minutes of Thursday, February 18, 2021 as presented. **Moved by Commissioner Buckner, seconded by Commissioner Jones and passes, noting Commissioner Thomas abstained.**
6. **PUBLIC COMMENT.** None.
7. **DIRECTOR'S REPORT.** None,
8. **ITEMS FROM COMMISSIONERS.**
Commissioner Thomas thanked staff and fellow commissioners for adjourning the last meeting in memory of her father and grandmother.

9. CONSENT CALENDAR. None.

10. PUBLIC HEARINGS.

A. 1238 -1242 N. Formosa Avenue:

Antonio Castillo, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, March 4, 2021.

He stated the request is to demolish four dwelling units on two abutting parcels, merge both parcels, and construct an approximately 25,284-square-foot, four-story, 18-unit multi-family residential building over one level of subterranean parking garage, using a state density bonus and reserving three of the units for affordable housing. The project also includes a 10% Modification to reduce the front yard setback.

He spoke and detailed unit size, central courtyard, private open space, private roof top patios, subterranean parking garage, driveway ingress and egress, parkway landscaping, public right-of way, 50% density bonus, calculations for low- and moderate-income units, and neighborhood compatibility.

He stated staff has added the following condition regarding private open spaces:

10.11) At least two of the three affordable units shall have private open space with a minimum size of 120 square-feet.

Staff suggested the commission amend Condition 10.2) as follows:

10.2) The project has been designed to include a maximum of 28 parking spaces. Reduction of up to five (5) parking spaces resulting from changes required during the Building and Safety plan check process may be permitted with a minor development permit amendment. shall be constructed with 28 parking spaces for the new 18-unit residential development. Any reduction of parking spaces beyond 23 spaces shall require a major amendment to the project to be considered by the Planning Commission.

Staff suggested the commission amend Condition 9.10) as follows:

9.10) Applicant, at their own expense, shall remove and replace the existing trees located in the public right of way. The existing trees in the public right of way ~~(2)~~ three (3) Tipuana tipu (Tipu) trees shall be permitted for removal and shall be replaced with ~~two (2)~~ three (3) 48" box Magnolia grandiflora (Southern Magnolia) trees. Trees to be planted within the City public right of way evenly spaced and in accordance with City planting guidelines.

Since the applicant is providing three affordable units, the project is allowed three concessions from Section §19.22.050 (Affordable Housing Incentives) of the W.H.M.C., in compliance with State density bonus law. The applicant has elected to use 1) one concession to include an additional story not to exceed 10 feet in height, 2) a second concession to waive the requirement for the additional six-foot front yard setback for the second and upper stories, and 3) a third concession to reduce the rear yard setback from 15 feet to 10 feet.

Applicant is requesting a 10% modification to the northern portion of the front yard setback from 15 feet to 13.5 feet.

Ric Abramson, Urban Design and Architecture Studio Manager presented the urban design and architecture design analyses. He provided the history and iterations of the project and spoke on neighborhood compatibility, massing, elevator access, and solar canopies.

Antonio Castillo, Senior Planner continued staff 's presentation. Staff suggested revisions to the following condition:

1.9) The granting of this determination by the Planning Commission does not in any way indicate full compliance with applicable provisions of the latest adopted California Building Codes. Any corrections and or modifications to plans made subsequent to this determination by a Building and Safety Plan Check Engineer that affect any part of the exterior design or appearance of the project as approved by the ~~Director~~ Planning Commission, and which are deemed necessary by the Building and Safety Division for Building Code compliance, shall require a referral of the revised plans back to the Planning Division for additional review and sign-off by the Director prior to the issuance of any permit ~~in connection with these plans.~~

Staff suggested a new added condition:

10.12) The perimeter walls around the property shall be designed to not require staging on the neighboring properties. Final design and materials shall be approved by the Director.

Staff supports the project and requested approval.

The commission requested clarification regarding the number of parking spaces, 10% modification, the mechanical room, EV charging stations and electrical vehicles, landscaping and permeable soil, front staircase and supporting beam, condition 1.9 regarding the exterior design, and deeming a project complete in relation to state law.

The commission had concerns with the EV parking spaces and requested those spaces should not be reduced.

Lauren Langer, Assistant City Attorney clarified how changes in state law effect local development and projects.

Jennifer Alkire, Current and Historic Preservation Planning Manager stated for the record staff can amend the language in condition 1.9, referencing W.H.M.C. Section §19.62.070 regarding minor and major amendments, and review authority.

Chair Bass disclosed for the record he has a close relationship with the people who live next door to this property. He spoke with the applicant's representative and they discussed matters contained in the staff report.

There were no other official disclosures.

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

ANDREA KELLER, LOS ANGELES, architect presented the applicant's report. She provided a history of the project, and spoke regarding the numerous iterations, design, setbacks, massing and scaling, stairwells, public space, unit sizes and layouts, courtyard, trash locations, parking, native soils, and roof deck space.

JEFF MAXWELL, LOS ANGELES landscape architect, continued the applicants report. He spoke and detailed the landscaping materials and clarified the parkway trees.

The commission questioned the applicant and requested clarification regarding disability access, elevator access, EV charging stations, parking width, shoring depth, power pole easement in the rear of the property, mechanical room, permeable areas, tandem parking, inclusionary housing units and square footage, trash rooms, landscaping and location of the canopy trees and native ground plantings.

JUSTIN NAZERIAN, WEST HOLLYWOOD, owner's representative, confirmed they do not have a public utility easement on their property for the power pole.

LYNN RUSSELL, WEST HOLLYWOOD spoke in support of staff's recommendation of approval.

ANDREA KELLER, LOS ANGELES, architect presented the applicant's rebuttal. She spoke regarding the issues raised can be worked out in plan check and staff, and landscaping and permeability.

Vice-Chair Hoopingarner presented the design review subcommittee report. She spoke regarding the different iterations of this projects, and spoke on the courtyard approach, circulation and access, ground floor units and private patios, privacy issues, screening between open spaces, cross ventilation, staircases, interior unit layouts, parking flow and circulation, elevations, roof top decks, and landscape plans.

The commission stated their support of the design and materials. They had concerns and discussed privacy issues, front elevation, east and northeast corners of the project, common open space, courtyard schematics and improvements, concessions and 50% density bonus, inclusionary housing stock, solar canopies, parking garage, disability accessibility, unit layouts and use of space, façade refinement, and native soil in the front yard.

The commission requested further clarification regarding the plan check process.

Vice-Chair Hoopingarner moved to: 1) approve staff recommendation with staff's added conditions; and a) move the trash area in the subterranean parking garage below the front yard area to make that area permeable native soil and move the trash area to the north east area.

Seconded by Commissioner Carvalho.

Lauren Langer, Assistant City Attorney read into the record the changes to the following condition:

2.4) This approval is for those plans date stamped February ~~16~~ 17, 2021 (except as otherwise amended under this approval) and which are those plans reviewed and approved by the Planning Commission at its meeting of March 4, 2021. A copy of said plans shall be maintained in the files of the City's Current and Historic Planning Division. The project shall be developed and maintained in substantial conformance with said plans, except as otherwise specified in these conditions of approval. The plans shall be revised to adjust the north west corner of the project site to maximize native soil to the satisfaction of the Director.

Discussion was held regarding the street trees, box sizes and possible replacement trees in the parkway.

Chair Bass suggested an amendment to the motion to change Condition 9.14 to reflect that the applicant shall be "required".

Vice-Chair Hoopingarner agreed to this amendment.

Commissioner Carvalho agreed to this amendment.

Staff made the requested change to the following condition:

9.14) Through the development process, should space become available for the planting of new Street Trees the applicant shall be ~~asked~~ required to do so according to City Standard Park Way improvement guidelines planting size and species of tree shall also be determined by the City. The plan shall show the number, species and size of tree(s) proposed to be planted in the parkway and/or tree wells along. All proposed planting shall be to the satisfaction of the City's Facilities and Field Services Division. Placement of the tree(s) will be determined by the Division Manager and will be designated on the Street and Parkway Improvement Plan.

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

ACTION: 1) Approve the application; 2) **Adopt Resolution No. PC 20-1385 as amended:** a) *change Condition 1.9) "The granting of this determination by the Planning Commission does not in any way indicate full compliance with applicable provisions of the latest adopted California Building Codes. Any corrections and or modifications to plans made subsequent to this determination by a Building and Safety Plan Check Engineer that affect any part of the exterior design or appearance of the project as approved by the ~~Director~~ Planning Commission, and which are deemed necessary by the Building and Safety Division for Building Code compliance, shall require a referral of the revised plans back to the Planning Division for any unnecessary additional review and sign-off by the Director pursuant to W.H.M.C. Section §19.62.070 prior to the issuance of any permit in connection with those plans.";*

b) change Condition 2.4) "This approval is for those plans date stamped February ~~16~~ 17, 2021 (except as otherwise amended under this approval) and which are those plans reviewed and approved by the Planning Commission at its meeting of March 4, 2021. A copy of said plans shall be maintained in the files of the City's Current and Historic Planning Division. The project shall be developed and maintained in substantial conformance with said plans, except as otherwise specified in these conditions of approval. The plans shall be revised to adjust the north west corner of the project site to maximize native soil to the satisfaction of the Director.";

c) change Condition 9.10) "Applicant, at their own expense, shall remove and replace the existing trees located in the public right of way. The existing trees in the public right of way ~~(2)~~ three (3) Tipuana tipu (Tipu) trees shall be permitted for removal and shall be replaced with ~~two (2)~~ three (3) 48" box Magnolia grandiflora (Southern Magnolia) trees. Trees to be planted within the City public right of way evenly spaced and in accordance with City planting guidelines.";

d) change Condition 9.14) “Through the development process, should space become available for the planting of new Street Trees the applicant shall be ~~asked~~ required to do so according to City Standard Parkway improvement guidelines planting size and species of tree shall also be determined by the City. The plan shall show the number, species and size of tree(s) proposed to be planted in the parkway and/or tree wells along. All proposed planting shall be to the satisfaction of the City’s Facilities and Field Services Division. Placement of the tree(s) will be determined by the Division Manager and will be designated on the Street and Parkway Improvement Plan.”;

e) change Condition 10.2) “The project has been designed to include a maximum of 28 parking spaces. Reduction of up to five (5) parking spaces resulting from changes required during the Building and Safety plan check process may be permitted with a minor development permit amendment. shall be constructed with 28 parking spaces for the new 18-unit residential development. Any reduction of parking spaces beyond 23 spaces shall require a major amendment to the project to be considered by the Planning Commission.”;

f) add Condition 10.11) “At least two of the three affordable units shall have private open space with a minimum size of 120 square-feet.”;

g) add Condition 10.12) “The perimeter walls around the property shall be designed to not require staging on the neighboring properties. Final design and materials shall be approved by the Director.” “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD CONDITIONALLY APPROVING A DEMOLITION PERMIT, DEVELOPMENT PERMIT, AND A MODIFICATION PERMIT TO DEMOLISH FOUR DWELLINGS AND CONSTRUCT A FOUR-STORY, 18-UNIT MULTI-FAMILY RESIDENTIAL BUILDING LOCATED AT 1238-1242 N. FORMOSA AVENUE, WEST HOLLYWOOD, CALIFORNIA”; and 3) Close the Public Hearing for Item 10.A. **Moved by Vice-Chair Hoopingarner, seconded by Commissioner Carvalho and unanimously passes.**

*The Resolution the Planning Commission just approved for the properties located at **1238-1242 N. Formosa Avenue, West Hollywood, California** 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. None.

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 confirmed that she will bring forth information regarding the selection of inclusionary housing units.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS.

A. Commissioner Comments.

Chair Bass noted for the record he will be absent from the next meeting on Thursday, March 18, 2021.

He stated would like to see a public process take place if the number of units in a development change from the neighborhood meeting to the public hearing.

Vice-Chair Hoopingarner had concerns regarding videos uploaded for neighborhood meetings. She questioned why a Zoom meeting could not be held to engage the community and asked staff to see if this is feasible.

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 Sunset Arts and Advertising Subcommittee.

17. ADJOURNMENT. The Planning Commission at 8:55 p.m. to a regularly scheduled meeting on Thursday, March 4, 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 18th day of March 2021 by the following vote:

AYES: Commissioner: Buckner, Carvalheiro, Jones, Thomas, Vinson, Acting Chair Hoopingarner.

NOES: Commissioner: None.

ABSENT: Commissioner: Chair Bass.

ABSTAIN: Commissioner: None.



LYNN M. HOOPINGARNER
ACTING CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY