



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Teleconference Meeting
May 6, 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: Acting Chair Hoopingarner called the meeting of the Planning Commission to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE: Mayor Horvath led the Pledge of Allegiance.

3. ADMINISTER THE OATH OF OFFICE TO NEWLY APPOINTED PLANNING COMMISSION MEMBERS:

ACTION: Mayor Horvath officially swore in Tushar R. Dutta to the West Hollywood Planning Commission.

ACTION: Mayor Horvath officially swore in Michael A. Lombardi to the West Hollywood Planning Commission.

4. SPECIAL ORDER OF BUSINESS

A. ELECTION OF CHAIR.

Commissioner Jones nominated Acting-Chair Hoopingarner for Chair. Seconded by Commissioner Carvalheiro.

There were no other nominations.

ACTION: Elect Acting-Chair Hoopingarner as Chair of the Planning Commission for a partial term through June 30, 2021. **Nominated by Commissioner Jones, seconded by Commissioner Carvalheiro and unanimously passes on a Roll Call vote:**

AYES: Carvalheiro, Dutta, Jones, Lombardi, Thomas, Vinson, Acting Chair Hoopingarner.

NAYES: None.

B. ELECTION OF VICE-CHAIR.

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

There were no other nominations.

ACTION: Elect Commissioner Jones as Vice-Chair of the Planning Commission for a partial term through June 30, 2021. **Nominated by Chair Hoopingarner, seconded by Commissioner Carvalho and unanimously passes on a Roll Call vote:**

AYES: Carvalho, Dutta, Jones, Lombardi, Thomas, Vinson, Chair Hoopingarner.

NAYES: None.

5. ROLL CALL:

Commissioners Present: Carvalho, Dutta, Lombardi, Thomas, Vinson, Vice-Chair Jones, Chair Hoopingarner.

Commissioners Absent: None.

Staff Present: Gurdeep Kaur, Assistant Planner, Bryan Eck, Senior Planner, Alicen Bartle, Project Development Administrator, Veronica Tam, Veronica Tam and Associates, Housing Advisory Lead, Robyn Eason, Long Range Planning Manager, Jennifer Alkire, Current and Historic Preservation Planning Manager, Lauren Langer, City Attorney, and David Gillig, Commission Secretary.

6. APPROVAL OF AGENDA.

Chair Hoopingarner stated staff has requested Item 12.A. – 8815 Cynthia Street be continued to Thursday, June 3, 2021.

Approve the Planning Commission agenda of Thursday, May 6, 2021 as amended. **Moved by Commissioner Thomas, seconded by Commissioner Carvalho and unanimously passes.**

7. APPROVAL OF MINUTES.

A. April 15, 2021

ACTION: Approve the minutes of Thursday, April 15, 2021 as presented. **Moved by Commissioner Vinson, seconded by Commissioner Thomas and passes, noting Commissioners Dutta, Lombardi and Vice-Chair Jones abstained.**

8. PUBLIC COMMENT.

LYNN RUSSELL, WEST HOLLYWOOD commented on policies and procedures.

9. DIRECTOR'S REPORT.

John Keho, Director, Planning and Development Services Department stated at the last City Council meeting on Monday, May 3, 2021, a zone text amendment regarding driveway widths was approved.

Lauren Langer, City Attorney clarified and detailed the purpose of public disclosures.

10. ITEMS FROM COMMISSIONERS.

Vice-Chair Jones welcomed and congratulated incoming Commissioner's Dutta and Lombardi.

Commissioner Carvalheiro congratulated newly elected Chair Hoopingarner and Vice-Chair Jones.

Commissioner Thomas congratulated newly elected Chair Hoopingarner and Vice-Chair Jones and welcomed incoming Commissioner's Dutta and Lombardi.

Commissioner Vinson congratulated newly elected Chair Hoopingarner and Vice-Chair Jones and welcomed incoming Commissioner's Dutta and Lombardi.

Chair Hoopingarner welcomed and congratulated incoming Commissioner's Dutta and Lombardi.

Commissioner Dutta congratulated newly elected Chair Hoopingarner and Vice-Chair Jones and thanked everyone for reaching out.

Commissioner Lombardi congratulated newly elected Chair Hoopingarner and Vice-Chair Jones and thanked everyone for reaching out.

11. CONSENT CALENDAR. None.

12. PUBLIC HEARINGS.

A. 8815 Cynthia Street:

Proposed is a request to convert an existing three-story, 21-unit rental residential building into a common interest development (condominiums).

Staff has requested to continue this item to allow more time to address specific items that need further clarification.

ACTION: 1) Continue to Thursday, June 3, 2021. **Moved by Commissioner Thomas, seconded by Commissioner Carvalheiro and unanimously passes as part of the approved agenda.**

13. NEW BUSINESS.

A. Housing Element Discussion:

An update on the Housing Element with specific discussion on the draft framework of housing policies, constraints to housing production, a toolkit of policy options and an Adequate Sites Inventory.

John Keho, Director, Planning and Development Services Department provided upcoming meeting dates and timelines regarding public outreach and community participation. He clarified the draft environmental impact review process.

Alicen Bartle, Project Development Administrator, provided background information and introduced the Housing Element team.

Veronica Tam, Housing Advisory Lead, spoke on the following: Housing Element Basics, Regional Housing Needs Assessment, Potential Constraints and Policy Considerations, Sites Inventory, and the Housing Element Update Process.

She explained the Housing Element is a state-required chapter in the City of West Hollywood General Plan. It provides an indication of the need for housing in the community, particularly the availability, affordability, and adequacy of housing. It is the only chapter of the General Plan that requires periodic updating per State law. The Housing Element provides the City of West Hollywood's goals, policies, actions, and objectives for housing development, and development and preservation of housing affordability during each state planning cycle.

The Housing Element specifically plans for the ability to locate and construct the units required as part of the City's Regional Housing Needs Assessment (RHNA) allocation. A major factor in the Housing Element is planning for the ability to construct housing units required as part of the City's Regional Housing Needs Assessment (RHNA) allocation. The City's RHNA allocation for the sixth cycle (June 30, 2021 to October 15, 2029) is 3,933 dwelling units, including 1,066 very low-income units, 689 low-income units, 682 moderate income units, and 1,496 above-moderate income units.

Currently, California is nearing the end of the fifth state planning cycle for housing, which ends in Southern California October 14, 2021. In the 2013-2021 Housing Element cycle, the City of West Hollywood was assigned a RHNA of 77 housing units to be developed in a span of 8 years. As of 2018, the City met its assigned RHNA numbers in all affordability brackets, and has issued building permits for 1,941 units during this time period.

If the City does not adopt an update to the Housing Element that is then certified by the State, the City would be ineligible for some of the state housing grants and funds it currently receives. Other state funds, including those used to maintain roads and utilities, also could be jeopardized. The City would also be vulnerable to lawsuits for not working proactively to meet its housing needs.

She spoke and detailed the benefits of HCD compliance, housing element requirements, regional housing needs assessment (RHNA), West Hollywood RHNA for 2021-2029, income and affordability, and West Hollywood's 5th cycle RHNA progress.

Bryan Eck, Senior Planner, spoke and detailed the housing element policy framework; which includes existing housing element goal structure, City Council priorities, consideration and inclusion of other city programs and priorities, market and financial constraints, governmental constraints, affirmatively furthering fair housing, and housing element policy strategies.

The Commission questioned how to provide incentives to encourage the type of development the city wants, what are the creative solutions to help incentivize market rate developers to build the housing stock that the city needs. They requested clarification regarding the transit overlay zones, and the feasibility of eliminating parking requirements, and questioned affordable housing.

Veronica Tam, Housing Advisory Lead explained and detailed adequate site requirements, preliminary sites inventory, and existing available sites.

The commission questioned and requested clarification regarding Metro's future routes throughout the city, impacts on schools, public facilities, the process for identifying existing sites, density bonuses and public perceptions.

The commission would like to see more map details, especially regarding R3 and R4 zones, and would like to see physical modelling what this may look like. The commission had concerns with low community turnout. They would like to see more public outreach.

THE COMMISSION TOOK A TEN (10) MINUTE RECESS AT 8:20 P.M. AND RECONVENED AT 8:30 P.M.

Chair Hoopingarner opened public comment for Item 13.A.

EDWARD LEVIN WEST HOLLYWOOD has concerns regarding this item. He spoke regarding accurate communication from the city to the community, and possible development locations.

LYNN RUSSELL, WEST HOLLYWOOD has concerns regarding this item. She spoke regarding current policies and how they will affect the future communities.

VICTOR OMELCZENKO, WEST HOLLYWOOD has concerns regarding this item. He spoke regarding housing for the homeless.

STEPHANIE HARKER, WEST HOLLYWOOD has concerns regarding this item. She spoke regarding existing housing, loss of affordable housing, and current housing density.

ACTION: Close public comment for Item 13.A. **Motion carried by consensus of the Commission.**

The commission had concerns and discussed public outreach, education, engagement and participation, frequency of neighborhood meetings, timelines and deadlines, project density regarding RHNA, homeless numbers, incentivizing accessible dwelling units, maps and modelling, long-term implications, and adaptive reuse.

Chair Hoopingarner suggested creating an Ad Hoc committee to further the public comment capabilities and to further add the Planning Commission to this process.

Discussion was held regarding timelines, deadlines, and possible state extensions in order to accommodate an Ad-Hoc committee.

ACTION: Continue the discussion to Thursday, May 20, 2022. **Moved by Commissioner Thomas, seconded by Commissioner Vinson and unanimously passes.**

14. UNFINISHED BUSINESS. None.

15. EXCLUDED CONSENT CALENDAR. None.

16. ITEMS FROM STAFF.

A. Planning Manager's Update.

Robyn Eason, Long Range Planning Manager provided an update of tentative items scheduled for upcoming Planning Commission, Design Review Subcommittee, Long Range Planning Projects Subcommittee, and the Sunset Arts & Advertising Subcommittee meetings.

17. PUBLIC COMMENT.

VICTOR OMELCENKO, WEST HOLLYWOOD commented on 8815 Cynthia Street, and questioned the media platforms used for participation in this meeting.

STEPHANIE HARKER, WEST HOLLYWOOD requested staff to introduce themselves and titles when speaking and commented on RHNA numbers.

18. ITEMS FROM COMMISSIONERS.

A. Commissioner Comments.

Commissioner Thomas commented on the property at 8815 Cynthia Street.

B. Subcommittee Management. None.

19. ADJOURNMENT. The Planning Commission adjourned at 9:40 p.m. to a regularly scheduled meeting on Thursday, May 20, 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 3rd day of June 2021 by the following vote:

AYES: Commissioner: Carvalho, Dutta, Lombardi, Thomas, Vinson,
Vice-Chair Jones, Chair Hoopingarner.

NOES: Commissioner: None.

ABSENT: Commissioner: None

ABSTAIN: Commissioner: None.



LYNN M. HOOPINGARNER, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY