



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Teleconference Meeting
April 21, 2022**

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

Commissioners Absent: None.

Staff Present: Adrian Gallo, Associate Planner, Antonio Castillo, Senior Planner, Jennifer Alkire, Current and Historic Preservation Planning Manager, Isaac Rosen, Acting City Attorney, and David Gillig, Commission Secretary.
4. **APPROVAL OF AGENDA.**
ACTION: Approve the Planning Commission agenda of Thursday, April 21, 2022 as presented. **Moved by Commissioner Lombardi, seconded by Vice-Chair Jones and unanimously passes.**
5. **APPROVAL OF MINUTES.**
Secretary Gillig read into the record the following correction on page 2 of 14: *“Item 10.C. - 617-621 N. ~~Ribertson~~ Robertson Boulevard”*
 - A. **April 7, 2022**

ACTION: Approve the minutes of Thursday, April 7, 2022 as amended. **Moved by Commissioner Thomas, seconded by Vice-Chair Jones and unanimously passes.**
6. **PUBLIC COMMENT.** None.
7. **DIRECTOR’S REPORT.**
John Keho, Director, Planning and Development Services Department stated at the upcoming City Council meeting on Monday, May 2, 2022, the recommendation of the zone text amendment regarding Subdivision Regulation in the R1A and R1C zones relating to SB9 will be heard.

He stated Anne Macintosh will be filling the Long Range Planning Manager's position temporarily, until that position is filled.

8. ITEMS FROM COMMISSIONERS.

Vice-Chair Jones stated she will be absent from the first in-person meeting on Thursday, May 5, 2022.

Chair Hoopingarner confirmed the May 5, 2022 Planning Commission meeting is cancelled.

9. CONSENT CALENDAR. None.

10. PUBLIC HEARINGS.

A. 8951 SUNSET BOULEVARD:

Adrian Gallo, Associate Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, April 21, 2022.

He stated the request is for consideration for off-site sales of beer and wine in conjunction with an approximately 869 square-foot, convenience store known as Tabacchi.

He detailed the history of the subject site, stating the convenience store has been in operation since 2010 and operates seven days per week from 10:00 A.M. to 2:00 A.M.

Tabacchi would sell beer and wine during all hours of operation, in addition to prepackaged food & beverage products, specialty tobacco products, and other merchandise oriented to convenience shopping and travelers' needs.

There will be minor changes to the interior layout, including display racks and refrigeration units. The applicant intends to remove a portion of the tobacco merchandise displayed, for the sale of alcohol for off-site consumption. The applicant intends to use approximately 20 linear feet for wine shelves and 13 linear feet for beer coolers. Display, sales, and storage of alcohol will not be in or within storefront windows or the entrance. There will be no changes to the exterior elevations due to the sale of alcohol.

He stated a review of Code Compliance cases since the business opened in 2010 shows no major citations of problematic operation of the business.

He confirmed the proposed sales of beer and wine for off-site consumption at a convenience store is consistent with the General Plan and the Sunset Specific Plan, which allow and encourage a wide variety of commercial uses and services.

The request is also consistent with the criteria for off-site alcohol sales set forth in the West Hollywood Municipal Code. The use is not anticipated to cause new or exacerbate any existing public nuisance in the vicinity. Further, the neighborhood-serving use will be an amenity for the many residents of the area and in the surrounding residential neighborhood. Therefore, the use will serve the public convenience without causing undue negative impacts to the surrounding neighborhood or sensitive uses in the vicinity. The project has been conditioned to ensure that the operations of the site are consistent with the City's goals.

Staff recommends approval of the conditional use permit for off-site beer and wine sales.

The commission requested clarification if the building is a historical resource, and questioned signage associated with liquor stores, why there is no direct pedestrian and vehicle access to the school, employee training, and product abuse. They further requested clarification regarding the word "intent" as used in Condition 3.17.

Adrian Gallo, Associate Planner confirmed the subject site is a potential historic resource.

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

JEFFREY SEYMOUR, WESTLAKE VILLAGE, Seymour Consulting Group, presented the applicant's report. He provided a history of the property and detailed the applicant's request. He agrees with all the conditions of approval.

Vice-Chair Jones disclosed for the record she spoke with the applicant's representative. They discussed items contained in the staff report.

There were no public speakers.

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

The commission supports staff's recommendation, and commented on small business operations, how the use goes with the land, and signage on the windows.

Chair Hoopingarner moved to: 1) approve staff's recommendation of approval; with an added condition regarding signage.

Seconded by Commissioner Carvalheiro.

Adrian Gallo, Associate Planner confirmed the following language:

Add Condition 3.30) The subject site is a potential historic resource. Any physical changes to the exterior of the subject site, including installation of signage, shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Buildings and subject to the approval of a Certificate of Appropriateness.

ACTION: 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 22-1462 as amended:** a) add Condition 3.30: "The subject site is a potential historic resource. Any physical changes to the exterior of the subject site, including installation of signage, shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Buildings and subject to the approval of a Certificate of Appropriateness."; "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD ADOPTING A CATEGORICAL EXEMPTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE SALE OF BEER AND WINE FOR OFFSITE CONSUMPTION ASSOCIATED WITH A CONVENIENCE STORE LOCATED AT 8951 SUNSET BOULEVARD, WEST HOLLYWOOD, CALIFORNIA"; and 3) Close the Public Hearing for Item 10.A. **Moved by Chair Hoopingarner, seconded by Commissioner Carvalho and unanimously passes.**

The Resolution the Planning Commission just approved for the property located at **8951 Sunset Boulevard** 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.

Commissioner Dutta recused himself from the digital platform of the meeting at this time. He stated his company is engaged by the applicant on various energy efficient sustainability scopes of work for this project.

12. UNFINISHED BUSINESS.

A. 1041-1049 N. MARTEL AVENUE:

Antonio Castillo, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, April 21, 2022.

He stated this item is returning to the Planning Commission as part of the approval motion from the January 20, 2022, public hearing. The commission approved this project by adopting Resolution No. PC 22-1450.

At the meeting, the Commission directed staff to return to the Commission with an updated set of plans that reflects all revisions presented to the Commission by staff memo leading up to the hearing and at the hearing itself. The staff report reflects staff's determination that this is the updated set of plans as discussed at the hearing and approved by the Commission.

Chair Hoopingarner opened public comment for Item 12.A.

DAMON POLK, LOS ANGELES, Senior Project Manager for EAH Housing, thanked the commission for their original approval and stated he is available for any questions or concerns.

ACTION: Close public comment for Item 12.A. **Motion carried by consensus of the Commission.**

Chair Hoopingarner moved to: 1) receive and file.

Seconded by Commissioner Thomas.

ACTION: 1) Receive and file staff's update for the project approved on Thursday, January 20, 2022, located at 1041-1049 N. Martel Avenue, West Hollywood, California; and 2) Close the Public Comment for Item 12.A. **Moved by Chair Hoopingarner, seconded by Commissioner Thomas and passes, noting Commissioner Dutta recused.**

13. EXCLUDED CONSENT CALENDAR. None.

14. ITEMS FROM STAFF.

A. Planning Manager's Update.

Jennifer Alkire, Current and Historic Preservation Planning Manager stated the City Manager has recently engaged a consultant to develop a comprehensive community safety and well-being strategy. The City has contracted with StrategyCorp, a professional services firm based in Ontario, Canada, to guide us through the strategic planning process.

StrategyCorp's team is experienced in working with local and regional governments, police organizations, and the non-profit sector to develop and implement community safety efforts. The project will include the creation of strategic goals, prioritization of new and existing community safety and well-being initiatives, and an implementation plan for moving forward. Our goal is to develop a single integrated strategy to help streamline efforts and optimize our community's safety and social service ecosystem.

StrategyCorp will be conducting 60-minute focus groups with representatives from all Commissions and Advisory Boards, and the Social Justice Task Force. They are asking each Commission, Advisory Board, and Task Force body to select one representative to participate in a focus group to provide perspectives on service gaps, risks/barriers, and opportunities for improvement in the city's community safety and well-being landscape.

ACTION: Designate Commissioner Carvalheiro to participate in the focus group. **Motion carried by consensus of the Commission.**

She provided an update of tentative items scheduled for upcoming Planning Commission meetings.

She confirmed the Planning Commission meeting on Thursday, May 5, 2022 has been cancelled.

The first in-person meeting for the Planning Commission will now be Thursday, June 16, 2022. This is due to gay pride festivities in June, which would cause street closures, parking, and access to the Council Chambers. To keep consistency, virtual meetings will take place through June 2, 2022.

15. PUBLIC COMMENT. None.

16. ITEMS FROM COMMISSIONERS.

A. Commissioner Comments. None.

B. Subcommittee Management.

Jennifer Alkire, Current and Historic Preservation Planning Manager provided an update of tentative items scheduled for Design Review Subcommittee, Long Range Planning Projects Subcommittee, and Sunset Arts and Advertising Subcommittee meetings.

Chair Hoopingarner reiterated she will not be available at the Design Review Subcommittee meeting on Thursday, May 26, 2022.

Commissioner Lombardi stated he will need to recuse himself from the Design Review Subcommittee meeting on Thursday, April 28, 2022, referencing the project located at 8850 Sunset Boulevard.

ADJOURNMENT. Noting the cancellation of the Planning Commission meeting on Thursday, May 5, 2022, the Planning Commission adjourned at 7:20 p.m. to a regularly scheduled meeting on Thursday, May 19, 2022, beginning at 6:30 p.m. 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 19th day of May, 2022 by the following vote:

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

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: None.



STACEY E. JONES, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY