



**PLANNING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting
July 20, 2023**

West Hollywood Park Public Meeting Room – Council Chambers
625 N. San Vicente Boulevard, 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 INDIVIDUAL DISCUSSIONS 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

Land Acknowledgment: “The West Hollywood Planning Commission acknowledges that the land on which we gather and that is currently known as the City of West Hollywood is the occupied, unceded, seized territory of the Gabrieleño Tongva and Gabrieleño Kizh peoples.”

1. **CALL TO ORDER:** Chair Carvalho called the meeting of the Planning Commission to order at 6:32 p.m.
2. **PLEDGE OF ALLEGIANCE | ROLL CALL:** Commissioner Edwards led the Pledge of Allegiance.

Commissioners Present: Copeland, Edwards, Gregoire, Matos, Vice-Chair Lombardi, Chair Carvalho.

Commissioners Absent: Jones.

Staff Present: Laurie Yelton, Associate Planner, Jennifer Alkire, Current and Historic Preservation Planning Manager, Isaac Rosen, Legal Counsel, and David Gillig, Commission Secretary.

3. **APPROVAL OF AGENDA.**

ACTION: Approve the Planning Commission agenda of Thursday, July 20, 2023 as presented. **Moved by Commissioner Gregoire, seconded by Commissioner Matos and passes, noting Commissioner Jones absent.**

4. **APPROVAL OF MINUTES.**

A. **June 15, 2023**

Commission Secretary Gillig read into the record the following amendments:

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Item 5.A. Election of Chair. *Roll Call Vote:*

AYES: Carvalheiro, Copeland, Eddwards, Gregoire, Lombardi, Matos, Chair Jones.

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Item 5.B. Election of Vice-Chair. *Roll Call vote:*

AYES: Carvalheiro, Copeland, Eddwards, Gregoire, Lombardi, Matos, Chair Jones.

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Chair Jones opened public comments for Item 44.B. 12.B.

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GENEVIEVE MORRILL, President and CEO, West Hollywood Chamber of Commerce.—~~She~~ congratulated the reappointed commissioners, and thanked Chair Jones for her leadership. She spoke in support of the staff's recommendation of approval.

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... and 3) Close the Public Hearing for Item 44.B. 12.B.

ACTION: Approve the action minutes of Thursday, June 15, 2023 as amended. **Moved by Commissioner Matos, seconded by Vice-Chair Lombardi and passes, noting Commissioner Jones absent.**

5. **PUBLIC COMMENT.** None.

6. **DIRECTOR'S REPORT.**

John Keho, Director, Planning and Development Services Department stated the name of the Planning and Development Services Department has been officially changed to the Community Development Department.

At the City Council meeting on Monday, July 17, 2023, the council denied the appeal and approved the development project located at 1317 N. Crescent Heights Boulevard. They also heard a zone text amendment regarding Parking and Driveway Standards.

He stated the City Council meeting on Monday, August 7, 2023 has been cancelled. The next regular meeting of the City Council will be held on Monday, August 21, 2023. A cultural resource designation will be considered for Long Hall/Great Hall.

He announced this will be his last Planning Commission meeting. He thanked everybody for his 27 year tenure. He confirmed he has served approximately 18 years with the Planning Commission, and under that time he has worked with approximately 43 planning commissioners. He acknowledged past commissioners Donald DeLuccio and John Altschul, both of whom he worked with for over 20 years. He thanked commission secretary David Gillig for his service with the commission and stated it has been an honor to work for the City of West Hollywood.

7. **CONSENT CALENDAR.** None.

8. **PUBLIC HEARINGS.**

A. 1257 N. DETROIT STREET:

Laurie Yelton, Associate Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, July 20, 2023.

She stated the request is for a subdivision of a previously approved, four-story, eight-unit, multi-family residential building that was approved by the Planning Commission in 2019 into a common interest development, or condominium.

She stated the project was designed and approved to comply with requirements of dwellings within the R3C Zoning District and all other applicable provisions of the City's Zoning Ordinance.

At the time the staff report was prepared, the project has not been issued a Certificate of Occupancy nor occupied with rental tenants, so the requested subdivision is not considered a conversion of rental units.

The building is currently under construction and is nearing completion.

Staff recommends approval as conditioned in draft Resolution No. PC 23-1522.

The commission requested clarification regarding the one affordable dwelling unit that was approved with the original development. They questioned if this unit would remain when it is converted to condominiums, and if there were any known substantial changes to the project design since it was originally approved. The commission asked for a brief history of the previous site.

Staff confirmed the affordable dwelling unit would remain, and there have been no material, landscape or building changes to the project.

Commissioner Matos disclosed for the record he made a site visit.

Chair Carvalheiro opened public comments for Item 8.A.

There were no public speakers.

ACTION: Close public comment portion of the public hearing for Item 8.A.
Motion carried by consensus of the Commission.

Commissioner Gregoire moved: 1) approve staff's recommendation of approval as presented by staff.

Seconded by Commissioner Matos.

ACTION: 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 23-1522 as presented:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD, ADOPTING A CATEGORICAL EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION §15332 (IN-FILL DEVELOPMENT PROJECTS) AND APPROVING A TENTATIVE TRACT MAP (MAJOR LAND DIVISION NO. 83980) FOR THE SUBDIVISION OF A FOUR-STORY, EIGHT-UNIT RESIDENTIAL BUILDING INTO A COMMON INTEREST DEVELOPMENT LOCATED AT 1257 NORTH DETROIT STREET, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 8.A. **Moved by Commissioner Gregoire, seconded by Commissioner Matos and passes, noting Commissioner Jones absent.**

Resolution No. PC 23-1522 the Planning Commission just approved for the property located at **1257 N. Detroit Street** 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.

B. 8445 SANTA MONICA BOULEVARD:

Laurie Yelton, Associate Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, July 20, 2023.

She stated the request is a determination of General Plan Consistency for the summary vacation of the majority of an easement for public road and highway purposes totaling approximately 2,352 square-feet along Olive Drive, for the property at 8445 Santa Monica Boulevard.

She provided a history of the property schematics, stating the subject property is located at the northwest corner of Santa Monica Boulevard and Olive Drive, and is developed with a two-story, 24,082-square-foot commercial building and rear parking lot that was constructed in 1942 and altered in 2000. The property contains approximately 113 feet of frontage along Santa Monica Boulevard and 198 feet of frontage along Olive Drive.

Before the City of West Hollywood was incorporated, Los Angeles County envisioned the widening of Olive Drive and obtained an easement from the property owner to do so. However, the County never performed the widening of the street and allowed the property owner to build within the easement, which is where the building is constructed today.

The City of West Hollywood does not have interest in widening Olive Drive since it is a residential street and is of similar width with surrounding residential streets. The City has no interest in the easement area and will relinquish the easement back to the property owner. The public sidewalk is already conforming in size and is 12 feet wide.

The abandoning of this easement will enable the building to remain in its current constructed state. She clarified the City of West Hollywood does not own the land, and this procedure is simply to clean-up the paperwork of vacating the easement.

Pursuant to Government Code Section §65402, no easement shall be vacated or abandoned by the City until the location, purpose and extent of the vacation is determined by the Planning Commission to be consistent with the General Plan. The vacation of this easement will not adversely impact the City's transportation infrastructure along Olive Drive.

Staff recommends approval as presented in draft Resolution No. PC 23-1519.

The commission requested clarification regarding the proposed outdoor dining and questioned the correspondence received regarding noise concerns. They further questioned the legalities of the easement if the property was ever redeveloped in the future.

Commissioner Matos disclosed for the record he made a site visit.

Vice-Chair Lombardi disclosed for the record he made a site visit.

Commissioner Copeland disclosed for the record he made a site visit.

Chair Carvalheiro disclosed for the record he made a site visit.

Chair Carvalheiro opened public comments for Item 8.B.

There were no public speakers.

ACTION: Close public comment portion of the public hearing for Item 8.B.
Motion carried by consensus of the Commission.

Commissioner Matos moved: 1) approve staff's recommendation of approval as presented by staff.

Seconded by Commissioner Copeland.

ACTION: 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 23-1519 as presented:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD FINDING CONSISTENCY WITH THE GENERAL PLAN FOR THE SUMMARY VACATION OF THE MAJORITY OF AN EASEMENT FOR PUBLIC ROAD AND HIGHWAY PURPOSES ALONG OLIVE DRIVE ADJACENT TO THE BUILDING LOCATED AT 8445 SANTA MONICA BOULEVARD, WEST HOLLYWOOD, CALIFORNIA;" and 3) Close the Public Hearing for Item 8.B. **Moved by Commissioner Matos, seconded by Commissioner Copeland and passes, noting Commissioner Jones absent.**

9. NEW BUSINESS.

A. Planning Commission Subcommittee Appointments.

Chair Carvalho made the following appointments:

DESIGN REVIEW SUBCOMMITTEE.

APPOINT: 1) Stacey E. Jones, Chair, 2) Rogerio Carvalho, and 3) Michael A. Lombardi for a term through June 30, 2024.

LONG RANGE PLANNING PROJECTS SUBCOMMITTEE.

APPOINT: 1) David S. Gregoire, Chair, 2) Kimberly Copeland, and 3) Mark R. Edwards for a term through June 30, 2024.

SUNSET ARTS AND ADVERTISING SUBCOMMITTEE.

APPOINT: 1) Michael A. Lombardi, Chair, 2) Stacey E. Jones, and 3) Erick J. Matos for a term through June 30, 2024.

1343 N. LAUREL AVENUE VISIONS CONCEPT COMMITTEE.

This concept committee has officially concluded its objectives.

ACTION: Officially disband.

CLIMATE ACTION AND ADAPTATION PLAN (CAAP).

The Climate Action and Adaptation Plan has concluded its objectives and has been officially adopted.

ACTION: Officially disband.

AD HOC CITY PLAYHOUSE DESIGN STEERING COMMITTEE.

This steering committee has officially concluded its objectives.

ACTION: 1) Officially disband.

10. UNFINISHED BUSINESS. None.

11. EXCLUDED CONSENT CALENDAR. None.

12. ITEMS FROM STAFF.

A. Planning Manager's Update.

Jennifer Alkire, Current and Historic Preservation Planning Manager provided an update of tentative items scheduled for upcoming Planning Commission meetings.

She stated the Planning Commission meeting on Thursday, August 3, 2023 will be officially cancelled. The next regular meeting will be on Thursday, August 17, 2023.

B. Subcommittee Management.

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

She confirmed the Design Review Subcommittee will be officially cancelled for Thursday, August 10, 2023.

13. PUBLIC COMMENT.

FINN EGAN, WEST HOLLYWOOD had concerns regarding West Hollywood Park building maintenance, and questioned the recreation facilities calendar of events and bookings.

LYNN RUSSELL, WEST HOLLYWOOD had concerns and spoke regarding the current process for requesting a notice of continuances.

14. ITEMS FROM COMMISSIONERS.

A. Commissioner Comments.

Commissioner Gregoire congratulated and thanked John Keho for his years of service and dedication to the City of West Hollywood.

Commissioner Copeland congratulated and thanked John Keho for his many years of service and dedication to the City of West Hollywood.

Commissioner Matos congratulated and thanked John Keho for his many years of service and dedication to the City of West Hollywood.

Commissioner Edwards congratulated and thanked John Keho for his many years of service and dedication to the City of West Hollywood.

Vice-Chair Lombardi congratulated and thanked John Keho for his many years of service and dedication to the City of West Hollywood.

Chair Carvalheiro congratulated and thanked John Keho for his many years of service and dedication to the City of West Hollywood.

Chair Carvalheiro requested of legal if there are official guidelines regarding requesting a continuance.

Isaac Rosen, Legal Counsel stated staff will agendize a discussion item on a future agenda to clarify the procedures governing continuances.

ADJOURMENT. Noting the cancellation of the Planning Commission meeting on Thursday, August 3, 2023, the Planning Commission adjourned at 7:10 p.m. to a regularly scheduled meeting on Thursday, August 17, 2023 beginning at 6:30 p.m. until completion at West Hollywood Park Public Meeting Room – Council Chambers, 625 N. San Vicente Boulevard, West Hollywood, California. **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 17th day of August, 2023 by the following vote:

AYES: Commissioner: Copeland, Edwards, Gregoire, Matos, Vice-Chair Lombardi, Chair Carvalho.

NOES: Commissioner: None.

ABSENT: Commissioner: None.

ABSTAIN: Commissioner: Jones.



ROGERIO CARVALHEIRO, CHAIRPERSON

ATTEST:



DAVID K. GILLIG, COMMISSION SECRETARY