



**PLANNING COMMISSION  
SUMMARY ACTION MINUTES  
Regular Meeting  
February 1, 2024**

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](http://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 6:34 p.m.

2. **PLEDGE OF ALLEGIANCE.** Chair Carvalho led the Pledge of Allegiance.

3. **ROLL CALL:**

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

Commissioners Absent: Copeland.

Staff Present: Antonio Castillo, Senior Planner, Helen Collins, Facilities and Field Services Division Manager, Jennifer Alkire, Current and Historic Planning Manager, Isaac Rosen, Legal Counsel, and David Gillig, Commission Secretary.

4. **APPROVAL OF AGENDA.**

**ACTION:** Approve the Planning Commission agenda of Thursday, February 1, 2024, as presented. **Moved by Commissioner Matos, seconded by Commissioner Jones and passes, noting Commissioner Copeland absent.**

5. **APPROVAL OF MINUTES.**

A. **November 16, 2023**

**ACTION:** Approve the court transcription verbatim minutes of Thursday, November 16, 2023, as presented. **Moved by Commissioner Edwards, seconded by Commissioner Matos and passes, noting Commissioner Copeland absent.**

**6. PUBLIC COMMENT.** None.

**7. DIRECTOR'S REPORT.**

Nick Maricich, Community Development Director stated the City Council recently approved Phase 1 of the Small Business Initiative Implementation Plan.

At the upcoming City Council meeting on Monday, February 5, 2024, council will receive an update on major commercial and mixed-use development projects and will hear the appeal of the Planning Commission's approval for the property located at 8025 Santa Monica Boulevard.

At the upcoming City Council meeting on Tuesday, February 20, 2024, the council will hear the appeal of the Planning Commission's approval for the property located at 910-916 N. Wetherly Drive.

**8. CONSENT CALENDAR.** None.

**9. PUBLIC HEARINGS SECTION I:  
PROJECTS SUBJECT TO THE HOUSING ACCOUNTABILITY ACT.** None.

**A. None.**

**10. PUBLIC HEARINGS, SECTION II:  
OTHER ITEMS THAT REQUIRE A PUBLIC HEARING UNDER THE LAW.**

**A. 148 N. SWALL DRIVE:**

Antonio Castillo, Senior Planner provided a verbal presentation and background information, as presented in the staff report dated Thursday, February 1, 2024.

He provided background information and stated the City seeks to purchase the property located at 148 North Swall Drive, West Hollywood. Pursuant to Government Code Section §65402, a finding must be made by the Planning Commission that such acquisition of land by the city is consistent with the General Plan.

The subject site is zoned Residential, Multi-Family High Density (R4B-C) with a Parking Overlay, which allows for high-density residential uses and live/work units and/or ground floor neighborhood-serving commercial uses.

The acquisition of the property would support the Beverly Boulevard undergrounding and streetscape improvements consistent with Goal IRC-1 to provide functional, safe, and well-maintained circulation and public infrastructure services throughout the city.

Staff finds that the proposed acquisition of the property at 148 North Swall Drive is consistent with the General Plan and recommends that the Planning Commission adopt Draft Resolution No. PC 24-1536.

There were no official disclosures.

Chair Carvalheiro opened public comments for Item 10.A.

There were no public comments.

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

**Commissioner Matos moved to: 1) approve staff's recommendation of approval.**

**Seconded by Commissioner Gregoire.**

**ACTION:** 1) Approve staff's recommendation of approval; 2) **Adopt Resolution No. PC 23-1536 as presented:** "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST HOLLYWOOD FINDING THAT THE PURCHASE OF THE PROPERTY LOCATED AT 148 N. SWALL DRIVE, WEST HOLLYWOOD, CALIFORNIA (APN: 4335-001-004) IS CONSISTENT WITH THE GENERAL PLAN AND EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)." and 3) Close the Public Hearing for Item 10.A. **Moved by Commissioner Matos, seconded by Commissioner Gregoire and passes, noting Commissioner Copeland absent.**

11. **NEW BUSINESS.** None.
12. **UNFINISHED BUSINESS.** None.
13. **EXCLUDED CONSENT CALENDAR.** None.
14. **ITEMS FROM STAFF.**

**A. Planning Manager's Update.**

Isaac Rosen, Legal Counsel, provided clarifications on the city's Teleconference Policy for City Councilmembers and Certain Commissions, and how it would apply to certain subcommittees and advisory bodies.

Jennifer Alkire, Current and Historic Preservation Planning Manager spoke regarding recent noticing concerns that have been brought forward regarding subcommittees. She stated for the record there is currently no legal requirement for noticing subcommittee meetings, other than legally posting the agenda.

She stated staff is looking into the possibility of instituting some type of future notification policy. At the same time, neighborhood meeting requirements will also be investigated regarding noticing policy.

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

**B. Subcommittee Management.**

Jennifer Alkire, Current and Historic Preservation Planning Manager 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 meeting for Thursday, February 8, 2024, will be cancelled.

Vice-Chair Lombardi stated he will be absent from the subcommittee meeting on Thursday, February 22, 2024.

**15. PUBLIC COMMENT.** None.

**16. ITEMS FROM COMMISSIONERS.**

**A. Commissioner Comments.**

Commissioner Jones stated for the record she is expecting a baby boy sometime in March and will keep appropriate staff and council informed of an anticipated short leave of absence.

**ADJOURNMENT.** The Planning Commission adjourned at 6:50 p.m. to a regularly scheduled meeting on Thursday, February 15, 2024, 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 15<sup>th</sup> day of February, 2024 by the following vote:

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

NOES: Commissioner: None.

ABSENT: Commissioner: Matos.

ABSTAIN: Commissioner: None.



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ROGERIO CARVALHEIRO, CHAIRPERSON

ATTEST:



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DAVID K. GILLIG, COMMISSION SECRETARY