



**CITY OF WEST HOLLYWOOD  
PLANNING COMMISSION  
REGULAR MEETING AGENDA  
Thursday, June 6, 2024**

**Regular Meeting at 6:30 PM  
West Hollywood Park Public Meeting Room – Council Chambers  
625 N. San Vicente Boulevard, West Hollywood, California**

Land Acknowledgement:

“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.”

**TO PARTICIPATE IN-PERSON:**

The Planning Commission public meeting, commission members, city staff, and members of the public will participate in Council Chambers located at 625 N. San Vicente Boulevard, West Hollywood, California 90069. Members of the public have the option to participate via teleconference using the Zoom platform. The meeting may also be viewed on various platforms. Please visit [www.weho.org/wehotv](http://www.weho.org/wehotv) for all the viewing options.

- [Speaker Request Form](#)      [Citizen Position Slip](#) (in-lieu of speaking)

**TO PARTICIPATE BY PROVIDING WRITTEN CORRESPONDENCE OR AN E-COMMENT:**

Members of the public who wish to comment on matters before the Planning Commission are strongly encouraged to submit an Email to [pcpubliccomments@weho.org](mailto:pcpubliccomments@weho.org) or use the E-Comment form located at: <https://www.weho.org/city-government/wehotv> no later than 4:00 p.m. on the Planning Commission meeting day.

*Note: E-Comments received by 4:00 p.m. will be forwarded to the Planning Commission and posted on the City's website as part of the official meeting record. Your comments and information will become part of the official public record. If you do not want your personal information included in the official record, please do not include your address and/or phone number.*

**TO PARTICIPATE BY PROVIDING PUBLIC COMMENT BY TELEPHONE:**

(Please note: This option is to provide public comment via phone ONLY)

1. **You are required to register to speak** via Zoom by emailing your name, the phone number from which you will be calling, and which item(s) you would like to speak on to [pcpubliccomments@weho.org](mailto:pcpubliccomments@weho.org) no later than 4:00 p.m. on the day of the Planning Commission meeting to be added to the Zoom Public Speaker List. You may also utilize the QR code to sign up:



2. Dial-in 10 minutes prior to the start of the meeting (the meeting begins at 6:30 p.m.)  
Dial in Code: \*6 = unmute.  
Dial in Code: \*9 = lets the host know you want to speak on the current item

Meeting I.D.: You must register in advance: [pcpubliccomments@weho.org](mailto:pcpubliccomments@weho.org)

Planning Commission staff cannot respond to emails during the meeting. This means that email and text message requests made to speak by phone on additional agenda items during the meeting cannot be accommodated during the meeting.

**PUBLIC COMMENT AND RULES OF DECORUM:**

The Planning Commission values your comments and acknowledges the right of the public to address issues that are within the City's jurisdiction and invites the public to do so during the Planning Commission meeting. However, this public participation must be balanced with the need of the Planning Commission to conduct the public's business in a fair and efficient manner, free from disruption or disturbance.

The City offers multiples ways for the public to participate during the meeting. During the first Public Comment section of the agenda, any member of the public may address the Planning Commission on items not appearing on the agenda. Comments concerning other items on the agenda will be heard at the time the item is considered during the course of the meeting; however, they may be offered at this time if a member of the public cannot be in attendance later in the evening. Members of the public may also comment upon any other item of interest that is within the subject matter jurisdiction of the Planning Commission at this time, or later in the meeting under the second Public Comment period.

The City expects that everyone who participates in the meeting will do so with respect and dignity. Please refrain from using abusive, derogatory, and slanderous language, or behaving in a way that disrupts the meeting.

Speakers should not bring to the podium any items other than a prepared written statement and/or writing materials.

Speakers and any other members of the public may not approach the dais at any time during the meeting without prior consent from the Chair. Speakers may only speak once on any agenda item. Donating public comment time to others is prohibited.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede, or otherwise render the orderly conduct of the Planning Commission meeting unfeasible. Persons in the audience should refrain from creating, provoking, or participating in any type of unwelcome physical contact.

**Written materials** distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution on-line at [www.weho.org](http://www.weho.org)

This agenda was posted at: City Hall, West Hollywood Library on San Vicente Boulevard, Plummer Park Community Center, and the West Hollywood Sheriff's Station.

**To comply with the American with Disabilities Act** of 1990, if you require special assistance to participate in this meeting (e.g., an American Sign Language interpreter for people who are Deaf or hard of hearing), you must call, or submit your request in writing to the Office of the City Clerk at (323) 848-6800 at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496

**For additional information** on any item on the posted agenda, please contact Jennifer Alkire, AICP, Current and Historic Preservation Planning Manager ([jalkire@weho.org](mailto:jalkire@weho.org)) (323) 848-6487, or Francisco J. Contreras, AICP, Long Range Planning Manager ([fcontreras@weho.org](mailto:fcontreras@weho.org)) 323-848-6874.

**NOTE:** Any agenda item which has not been initiated by 10:30 P.M. may be continued to a subsequent Planning Commission Agenda.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF THE AGENDA**

**5. APPROVAL OF MINUTES:**

*SUBJECT: The Planning Commission is requested to approve the minutes of prior Planning Commission meetings.*

**RECOMMENDATION:** Approve the draft action summary minutes of:

**A. May 16, 2024**

**6. PUBLIC COMMENT:**

This time, limited to a maximum of twenty (20) minutes, has been set aside for the public to address the Planning Commission on any item that is not set for public hearing or any item that is not on tonight's agenda. In accordance with the Brown Act, public comment relating to business not appearing on the agenda cannot be acted upon or discussed by the Commission during the meeting but may be referred to staff for report on a future agenda, ordered received and filed, or referred to the proper department for administrative resolution. Staff requests that all persons wishing to address the Commission fill out a Speaker's Slip and give it to the Commission Secretary prior to speaking. The Commission requests that when you begin speaking you state your name and the name of the city where you reside. Individuals may address the Commission for up to three (3) minutes each unless the Commission determines a different time limit.

**7. DIRECTOR'S REPORT**

**8. CONSENT CALENDAR:**

**A. CAPITAL IMPROVEMENTS PROGRAM FY 2025-2029:**

*SUBJECT: The Planning Commission will examine the Capital Improvements Plan (CIP) for consistency with the General Plan, for fiscal years 2025-2029.*

**Recommendation:** 1) Adopt draft Resolution No. PC 24-1559, the City of West Hollywood finds, pursuant to California Government Code Section §65401, that the City's Capital Improvement Plan (CIP) for fiscal years 2025-2029 is consistent with the General Plan, West Hollywood, California.

**9. PUBLIC HEARINGS, SECTION I**

**PROJECTS SUBJECT TO THE HOUSING ACCOUNTABILITY ACT:** None.

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

**A. 7707 SANTA MONICA BOULEVARD:**

*SUBJECT: The Planning Commission will hold a public hearing regarding a request for a conditional use permit for off-site alcoholic beverage sales at a retail delicatessen store, located at 7707 Santa Monica Boulevard, West Hollywood, California.*

**Applicant:** Steve Rawlings, Rawlings Consulting  
(Company: Kashtan Restaurant and Deli)

**Staff:** Antonio Castillo, Senior Planner

**Recommendation:** 1) Approve the application, and 2) Adopt draft Resolution No. PC 24-1547 of the Planning Commission of the City of West Hollywood approving a conditional use permit for off-site alcoholic beverage sales and adopting a categorical exemption pursuant to the California Environmental Quality Act (CEQA) Guidelines Section §15301 (Existing Facilities), for the property located at 7707 Santa Monica Boulevard, West Hollywood, California.

**B. ZONE TEXT AMENDMENT  
HOTEL ROOFTOP AMENITIES:**

*SUBJECT: The Planning Commission will hold a public hearing to consider a proposed zone text amendment to increase the permitted projections above the allowed height for hotel rooftop structures for expanded features and accessory uses with the approval of a conditional use permit, for all hotel properties located citywide, West Hollywood, California.*

**Applicant:** City of West Hollywood

**Staff:** Jerry Hittleman, Senior Contract Planner  
Tahirah Farris, Senior Planner

**Recommendation:** 1) Adopt draft Resolution No. PC 24-1560 of the Planning Commission of the City of West Hollywood recommending that the City Council approve a zone text amendment, amending Chapters 19.10, and 19.36 of the West Hollywood Municipal Code to increase the permitted projections above the allowed height for hotel rooftop structures for expanded features and accessory uses with a conditional use permit, for all hotel properties located citywide, West Hollywood, California. The proposed ordinance is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Sections §15061(b)(3) (Common Sense Exemption).

**11. NEW BUSINESS:** None.

**12. UNFINISHED BUSINESS:** None.

**13. EXCLUDED CONSENT CALENDAR:**

**14. ITEMS FROM STAFF:**

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

**B. Subcommittee Management.**

*SUBJECT: This time has been set aside for commissioners serving on standing subcommittees to report any scheduled absences or conflicts of interest that would prevent them from being present at an upcoming subcommittee meeting. If more than two subcommittee members cannot be present at a meeting, the Chair may reschedule the time or date of the meeting or change the composition of the subcommittee to ensure a quorum can be present.*

**15. PUBLIC COMMENT:**

This time has been set aside for members of the public who were unable to address the Commission during the twenty-minute public comment period provided in Agenda Item No. 6. The same rules set forth under Agenda Item No. 6 apply.

**16. ITEMS FROM COMMISSIONERS:**

**ADJOURNMENT:** The Planning Commission will adjourn to a regularly scheduled meeting on **Thursday, June 20, 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.

AFFIDAVIT OF POSTING

State of California )  
County of Los Angeles )  
City of West Hollywood )

I declare under penalty of perjury that I am employed  
by the City of West Hollywood in the Office of the  
City Clerk, and that this document was posted on:

Date: May 30, 2024  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk

<b>UPCOMING MEETING SCHEDULE 2024</b>				
APPROVED BY CONSENSUS OF THE PLANNING COMMISSION				
<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Meeting Type</b>	<b>Location</b>
June 20	Thursday	6:30 PM	Regular Meeting	Council Chambers
July 4	Thursday	6:30 PM	Regular Meeting	Cancelled
July 18	Thursday	6:30 PM	Regular Meeting	Council Chambers

## **PLANNING COMMISSION MEMBERS**

To contact Planning Commissioners, please forward your request to:  
David Gillig, Planning Commission Secretary at [dgillig@weho.org](mailto:dgillig@weho.org)

**Rogério Carvalho, Chair**  
**Michael A. Lombardi, Vice-Chair**

Mark R. Edwards, Commissioner  
David S. Gregoire, Commissioner  
Lynn M. Hoopingarner, Commissioner  
Stacey E. Jones, Commissioner  
Erick J. Matos, Commissioner

### **STAFF**

Nicholas P. Maricich, Director, Community Development Department  
Jennifer Alkire, AICP, Current and Historic Preservation Planning Manager (CHPP)  
Francisco Contreras, AICP, Long Range Planning Manager (LRP)  
Lauren Langer, City Attorney  
Isaac Rosen, Legal Counsel  
David Gillig, Commission Secretary

## **CONTACT | PUBLIC COMMENTS**

City of West Hollywood, Community Development Department  
8300 Santa Monica Boulevard, West Hollywood, CA 90069-4314  
323.848.6475 (main) | 323.848.6569 (fax)

[pcpubliccomments@weho.org](mailto:pcpubliccomments@weho.org)

## AGENDA POLICIES

*The Planning Commission considers a range of requests for development permits, appeals, and planning policy matters, and conducts public hearings on many of its agenda items. Due to the number, complexity and public interest associated with many agenda items, meetings of the Planning Commission are generally lengthy. The Planning Commission makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.*

**REQUEST TO SPEAK** on an item must be submitted on a Speakers Request Form and submitted to the Planning Commission Secretary. All requests to address the Planning Commission on Public Hearings items must be submitted prior to the Planning Commission's consideration of the item.

**CONSENT CALENDAR** items will be acted upon by the Planning Commission at one time without discussion unless a Planning Commissioner pulls a specific item for discussion.

**PUBLIC HEARINGS PROCEDURES** on each Public Hearing item include presentation of a staff report; Planning Commission questions of staff; a ten (10) minute presentation by the project applicant or applicant's representative or team, if any; Planning Commission questions of the applicant; three (3) minutes for each member of the public wishing to speak to the item; five (5) minutes for the project applicant to respond to the public or clarify issues raised by the public; Planning Commission deliberations and decisions. To facilitate a fair and proper hearing the Chair or Commission may lengthen or shorten the time allotted per speaker on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration.

**PRESENTATIONS BY MEMBERS OF THE PUBLIC** should begin with the speaker stating his or her name and city of residence, followed by a statement regarding the item under consideration. Please speak to the Planning Commission as a whole.

**PROFESSIONALS APPEARING BEFORE THE PLANNING COMMISSION** should clearly identify their status, such as "attorney", "paralegal", "architect", "designer", or "landscape architect". Instances of misrepresentation of professional status may be referred to the City Attorney for possible prosecution.

**LETTERS OR WRITTEN MATERIALS** regarding agenda items may be submitted to the City Planning Division staff prior to or at the Planning Commission meeting; written materials submitted at least eight (8) days in advance of the meeting will be included in the Planning Commission's meeting packet. Materials submitted after the deadline may be difficult for the Planning Commission to adequately review.

**ASSIGNING OF TIME** is not permitted.

**ACTION OF THE PLANNING COMMISSION** on most matters occurs with the affirmative votes of at least four (4) Planning Commissioners.

## APPEAL PROCEDURES

Any final determination by the Planning Commission may be appealed, and such appeal must be filed within ten (10) calendar days after the Planning Commission action. This appeal shall be made in written form to the City Clerk's Office, accompanied by an appeal fee or required number of signatures.

The City Clerk, upon filing of said appeal, will set petition for a public hearing before the City of West Hollywood's City Council at the earliest date.

If you challenge any City of West Hollywood decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on this agenda, or in a written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

The current Planning Commission Agenda and Staff Reports are available on-line and are tablet supported.

[www.weho.org](http://www.weho.org)