



HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

Monday, January 23, 2012 – 7:00 P.M.

Plummer Park Community Center, Room 5 & 6

7377 Santa Monica Boulevard, West Hollywood, California 90046

To comply with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for check out at the meeting; If you require special assistance to participate in this meeting, (e.g., a signer for the hearing impaired), you must call or submit your request in writing to the Office of the City Clerk at (323) 848-6409 at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496.

Special meeting related accommodations (e.g., transportation) may be provided upon written request to the Office of the City Clerk at least 48 hours prior to the meeting. For information on public transportation, call 1-800-COMMUTE or go to www.mta.net.

Written materials distributed to the Historic Preservation Commission within 72 hours of the Historic Preservation Commission meeting are available for public inspection immediately upon distribution at the West Hollywood Community Development Department at 8300 Santa Monica Boulevard, West Hollywood, California, during normal business hours. They will also be available for inspection during the Historic Preservation Commission meeting at the staff liaison table

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

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

Reminder: please speak clearly into the microphone and turn off all cellular phones. For additional information on any item listed below, please contact Francisco Contreras, AICP, Historic Preservation Commission Staff Liaison at (323) 848-6475.

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA:

The Historic Preservation Commission is requested to approve the Agenda.

Recommendation: Approve the Agenda of Monday, January 23, 2012 as presented.

4. APPROVAL OF MINUTES:

The Historic Preservation Commission is requested to approve the minutes of prior Historic Preservation Commission meetings.

Recommendation: Approve the minutes of, December 14, 2011 as presented.

A. December 14, 2011

5. PUBLIC COMMENT:

This time, limited to a maximum of twenty (20) minutes, has been set aside for the public to address the Historic Preservation 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.

6. **CONSENT CALENDAR:** None.
7. **EXCLUDED CONSENT CALENDAR:** None.
8. **COMMISSION CONSIDERATION:** None.
9. **PUBLIC HEARINGS:** None.
10. **NEW BUSINESS:**
 - A. **HISTORIC PRESERVATION UPDATE (HRG)**
Historic Resources Group (HRG) will provide a historic preservation update to the Historic Preservation Commission.
 - B. **BROWN ACT AND PARLIAMENTARY PROCEDURE**
The City Clerk will provide Brown Act and Parliamentary Procedure training to the Historic Preservation Commission.
 - C. **SUBCOMMITTEE APPOINTMENTS**
Staff will present the Commission's procedure for Subcommittee appointments for discussion by the Historic Preservation Commission.
 - D. **REVIEW OF CITY PROJECTS**
Staff will provide an overview of how City projects are reviewed, the Historic Preservations purview over City projects, and the history of the Commission's input on the Plummer Park Capital Improvement Project.
11. **UNFINISHED BUSINESS:** None.
12. **ITEMS FROM STAFF:**
 - A. **UPCOMING PROJECTS**
Staff will update the Historic Preservation Commission on projects that have been submitted to the Current and Historic Preservation Planning Division that may require action by the Commission at a future date.
13. **HISTORIC PRESERVATION COMMISSIONER COMMENTS:**
The Historic Preservation Commissioners are given this opportunity to make any general comment, ask questions or make requests of staff.
14. **PUBLIC COMMENT:**
This time is set aside for the public to address the Historic Preservation Commission on any item of interest within the subject matter jurisdiction of the Commission that could not be heard under Item 5 at the beginning of the meeting.

ADJOURNMENT: *The Historic Preservation Commission will adjourn to a regularly scheduled meeting of the Historic Preservation Commission on **Monday, February 27, 2012, 7:00 P.M.** at Plummer Park – 7377 Santa Monica Boulevard, West Hollywood, California.*

HISTORIC PRESERVATION COMMISSION

Gail Ostergren, Chair
Bradly Torgan, Vice-Chair
Danny Castro, Commissioner
Bruce Kaye, Commissioner

Edward S. Levin, Commissioner
Paul Rice, Commissioner
Craig Charles, Commissioner

Francisco Contreras, Staff Liaison
Jessica Obergfell, Intern

Sharita Ellies, Secretary

AGENDA POLICIES

The Historic Preservation Commission considers a range of requests for certificates of appropriateness, cultural resource designations and historic preservation 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 Historic Preservation Commission are generally lengthy. The Historic Preservation 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 Historic Preservation Commission Secretary. All requests to address the Historic Preservation Commission on Public Hearings Items must be submitted prior to the Historic Preservation Commission's consideration of the item.

CONSENT CALENDAR items will be acted upon by the Historic Preservation Commission at one time without discussion, unless a Historic Preservation Commissioner pulls a specific item for discussion; which will be moved to the Excluded Consent Calendar.

PUBLIC HEARINGS PROCEDURES on each Public Hearing item include presentation of a staff report, Historic Preservation Commission questions directed to staff; a ten (10) minute presentation by the project applicant or applicant's representative or team, if any; Historic Preservation Commission questions directed to the applicant; three (3) minutes (in order to facilitate the meeting, the Chair may lengthen or shorten the three (3) minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration 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; Historic Preservation Commission deliberations and decisions.

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 Historic Preservation Commission as a whole.

PROFESSIONALS APPEARING BEFORE THE HISTORIC PRESERVATION 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 Historic Preservation Commission meeting; written materials submitted at least eight (8) days in advance of the meeting will be included in the Historic Preservation Commission's meeting packet. Materials submitted after the deadline may be difficult for the Historic Preservation Commission to adequately review.

ASSIGNING OF TIME is not permitted.

ACTION OF THE HISTORIC PRESERVATION COMMISSION on most matters occurs with the affirmative votes of at least four (4) Historic Preservation Commissioners.

APPEAL PROCEDURES

Any final determination by the Historic Preservation Commission may be appealed, and such appeal must be filed within ten (10) calendar days after the Historic Preservation Commission action. This appeal shall be made in written form to the City Clerks 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 (or Planning Commission as appropriate) 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.