



**HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES
Monday, August 26, 2013 – 7:00 P.M.**

1. **CALL TO ORDER** Chair Charles called the meeting to order at 7:00pm.

2. **ROLL CALL**
Present: Chair Charles, Vice-Chair Castro, Charlie, Rice, Ostergren, Levin and Torgan

Absent: None.

STAFF PRESENT: Stephanie Reich HPC Liaison, Emily Stadnicki, and Sharita Ellies Commission Secretary

3. **APPROVAL OF AGENDA:**
The Historic Preservation Commission is requested to approve the Agenda.
Recommendation: Approve the agenda of Monday August 26, 2013 as presented. **Moved by Commissioner Levin, seconded by Vice-Chair Castro and unanimously carried.**

4. **APPROVAL OF MINUTES:**
The Historic Preservation Commission is requested to approve the minutes of prior Historic Preservation Commission meetings.
Recommendation: Approve the meeting minutes of, July 22, 2013 as presented. **Moved by Commissioner Levin seconded by Vice-Chair Castro and unanimously carried.**

5. **Public Comment:**

STEPHANIE HARKAR RESIDENT OF THE CITY OF WEST HOLLYWOOD expressed concerns about the issue of failed meeting recordings with the HPC and other boards and commissions and said it could possibly be a Brown Act violation. She expressed concerns regarding the process of nominating Plummer Park Great Hall/Long Hall and said because the National Register did not know who to forward the certificate of the nomination to, it was sent to her. She also said the expertise of the Commissions preservation knowledge should be more respected and valued.

6. **COMMISSION RETREAT:**

JOHN KEHO, CHPP MANAGER commented regarding the process and need for the HPC Retreat. He spoke about the transition of HPC Liaison from Stephanie Reich to Emily Stadnicki.

He also commented briefly about multifamily buildings and means to maintain and/or rehabilitate them.

STEPHANIE REICH, HPC LIAISON commented regarding the following items:

a. COMMISSION PURPOSE, REVIEW AUTHORITY AND BY-LAWS:

- Ch. 19.58 – Outline of HPC Review Authority
- Current HPC Bylaws to be discussed at next 2013 Commissions and Boards Congress
- HPC section of General Plan listing Goals and Accomplishments

b. GOALS AND ACCOMPLISHMENTS FOR 2012-2013:

a. Present and Previous Commission Staff

- Dedicated 20 hours by Liaison and 20 hours by Intern
- Intern Position Open – Staff reviewing applications
- Urban Designer work directly with HPC Liaison increasing Staff support

b. COMMISSION ACCOMPLISHMENTS:

- Eight Commission meetings effective September 2012 to date.
- Three designation nominations (Palm Avenue Properties & Tower Records)
- Fifteen COFA's processed 2012; fourteen applications for 2013
- Three Mills Act Contracts in 2012; Three presently for 2013 with more projected and zero in previous few years
- Proposed updates to the Mills Act Contract Application to better define application guidelines, deadlines and its process
- Impending Mills Act Contract – 1400 N. Harper Multifamily/Individual Owner
- Two Rehabilitation Incentives in 2012; one projected for 2013
- Annual CLG Report (see Emily Stadnicki Comments)

- Multifamily Rehabilitation Incentive - Developed scope of work, selected Consultant Page & Turnbull and PlaceEconomics, Contract approved August 5, 2013

COMMISSIONER QUESTIONS:

VICE-CHAIR CASTRO asked if there was a maximum amount of contracts allowed.

STAFF STEPHANIE REICH said there's not a maximum amount of contracts allowed and there's currently no deadline published. She also stated the application will be revised to clarify requirements and create a deadline.

COMMISSIONER SUGGESTIONS:

COMMISSIONER LEVIN suggested that a minimum processing timeline be added to the application.

EMILY STADNICKI, SR. PLANNER briefly listed her years of experience, education, work history with the public and private sector and her present role as Sr. Planner with the City of West Hollywood.

SHE COMMENTED REGARDING THE FOLLOWING ITEMS:

c. REVIEW OF CURRENT WORK PROGRAM:

- Multifamily Rehabilitation Incentive:
 - Focus project for next 12-14 months
 - City Council directive to research additional incentive possibilities
 - Developed RFP March 2013– 5 Proposals – Selected Consultants Page & Turnbull and PlaceEconomics
 - Kick-off meeting – September 2013
 - Working Group Meeting – October 2013
 - Focus Group Meeting – November 2013

d. STAFF'S TARGETED GOALS AND PRIORITIES FOR 2013-2014:

- Applying for CLG grant, possibly for commercial building survey
- Update promotional materials
- Update WeHo website/more user friendly/accessible
- Scan and archive historic documents, photographs and permits of residential and multifamily buildings
- Research ways to access local training opportunities

COMMISSIONER SUGGESTIONS:

COMMISSIONER LEVIN suggested that pictures, surveys and DPR forms are scanned and archived as well as and that the information could possibly be obtained from the Consultant that prepared the HPC's last survey.

COMMISSIONERS PRIORITY LIST:

COMMISSIONER OSTERGREN PRIORITY REQUESTS:

- Provide additional information regarding designated buildings.
- HPC and Arts & Cultural Affairs Commission team effort to create commemorative, permanent historic markers such as permanent markers relating to previous sites that have been demolished or sites that do not merit designation
- Review ordinance to address social and cultural historic landmarks recognition

COMMISSIONER CHARLIE PRIORITY REQUESTS:

- Digital and/or archived information added to City's website, (should be user friendly and accessible to public)
- Social/multimedia publicity i.e. videos and/or historic informational snippets with links to City website and possible walking tours
- HPC promotional short video presentations during City Council meetings
- HPC Facebook/Twitter page

NOTE: Commissioner Charlie volunteered to assist with social & multimedia set-up

CHAIR CHARLES' PRIORITY REQUESTS:

- Commercial survey CLG grants
- Future cross/joint City events.

COMMISSIONER LEVIN'S PRIORITY REQUESTS:

- Incentive programs
- Commercial survey/CLG grant.

COMMISSIONER TORGAN PRIORITY REQUESTS:

- Working relationship with Historic Preservation Alliance

- Annual HPC Event (lower priority)

VICE-CHAIR CASTRO PRIORITY REQUESTS:

- HPC markers and signage consistent within West Hollywood
- HPC Chair or designee attend City Council Meetings as representative of approved HPC action items

COMMISSIONER RICE PRIORITY REQUEST:

- Non-landmark designation inventory list (commercial buildings)
- **LOCAL TRAINING/TASKS:**
 - Ken Bernstein lecture/website training
 - CM credit training
 - HPC webinar trainings
 - Case example training within and outside WeHo i.e. adaptive reuse training
 - Online/email training literature distribution
 - Electronic CPF and APA local meeting/training notifications
 - HPC video conferences
 - Cultural/social significance interpretation (formal authority or mechanism for commemoration/designation of cultural findings)
 - Mini promotional HPC awareness event
 - Revisit Preservation Ordinance

e. NEXT STEPS AND WRAP-UP:

STEPHANIE DEWOLFE, CDD DIRECTOR REQUESTED COMMISSIONERS TOP PRIORITY LIST:

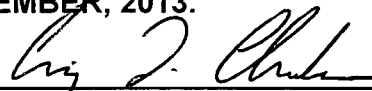
- Commercial Survey/CLG grant
- Multimedia HPC outreach & communication
- Arts and Cultural Affairs/Historic Preservation Alliance partnership
- Commemorative site recognition
- Formal ways of LGBT recognition i.e. designation nominations of sites where special LGBT meetings were held

- Consultant review ordinance for potential updates and/or changes
- Add current status of HPC projects in relation to planning commission and City Council if or when applicable
- Staff will review outcome of retreat and come back with a work plan

7. PUBLIC COMMENT: None.

ADJOURNMENT: *The Historic Preservation Commission adjourned at 8:30 pm to a regularly scheduled meeting of the Historic Preservation Commission on **September 23, 2013, 7:00 P.M.** at Plummer Park – 7377 Santa Monica Boulevard, West Hollywood, California.*

APPROVED BY A MOTION OF THE HISTORIC PRESERVATION COMMISSION ON THIS 23rd DAY OF SEPTEMBER, 2013.



CHAIRPERSON

ATTEST:



HISTORIC PRESERVATION STAFF LIAISON