

General Responsibilities

Chair	Secretary	Corresponding Secretary
Conduct PZHPC meetings.	Record PZHPC meetings.	Maintain Correspondence log.
Represent PZHPC publicly.	Write PZHPC meeting minutes.	Manage PO Box and scanning.
Review outgoing PZHPC correspondence.	Perform all PZHPC website updates.	Distribute specific outgoing correspondence.

Master Land Use Permit Applications, ZA Determinations, Notifications of Project Permit Compliance Reviews, Related Matters

		Collect correspondence from the GGPNC PO Box on Tuesday of each week and enter each item on the Correspondence Log.
Review the updated website periodically.	Post Master Land Use Permit Applications, ZA determinations, notifications of project permit compliance reviews, etc., on the website.	Scan Master Land Use Permit Applications, ZA determinations, notifications of project permit compliance reviews, etc., and transmit the PDF files to the Secretary for posting on the website.
	Create a Tab Section for original hard copies of Master Land Use Permit Applications by address in 3-ring binder.	Give the original hard copies to the Secretary to file.
	Remove notifications of project permit compliance reviews, etc., link after their appeal deadline.	

Meeting Minutes

Review PZHPC meeting minutes.	Write Draft PZHPC meeting minutes and post on website after review by Chair.
	Replace unapproved meeting minutes with the approved meeting minutes on the website.

Chair	Secretary	Corresponding Secretary
Agendas		
Review PZHPC agendas.	Prepare PZHPC agendas and forward to Chair for approval.	
Post PZHPC agendas in designated and other appropriate public places.	Post PZHPC agendas on website after review by Chair.	
Notice of Public Hearings		
	Contact applicants re appearance dates and their transmittal of self addressed envelopes to Corresponding Secretary.	
	Prepare neighbor PZHPC meeting notice of public hearing letters and transmit them to the Corresponding Secretary.	Mail all neighbor PZHPC meeting notice of public hearing letters.
	Enter Public Hearing dates in the appropriate place on the website.	
PZHPC Motions to the GGPNC Board		
Review PZHPC motions to the GGPNC Board.	Prepare all PZHPC motions to the GGPNC Board for review by the Chair.	
	E-mail PZHPC motions to the GGPNC Board prior to Board Meetings with a copy of the previous PZHPC meeting minutes.	
GGPNC Board Letters Generated by PZHPC Motions to the GGPNC Board		
Review all GGPNC Board letters generated by PZHPC motions.	Prepare all GGPNC Board letters generated by PZHPC motions to the GGPNC Board for review by the Chair and the GGPNC President, transmit to Corresponding Secretary, and post on the website.	Distribute all GGPNC Board letters generated by PZHPC motions. E-mail: entire GGPNC Board, ZA, applicant or applicant's agent, Doug Mensman CD4. Hard Copy: ZA and applicant or applicant's agent.
		PZHPC motion generated GGPNC Board letters may have different distribution requirements, depending on the topic and recipient.

Master Land Use Permit Applications & ZA Determinations

ZA Hearing Updates: (213) 978-1318 AA Hearing Updates: (213) 978-1344

Application Date	Case Number	Address	Project Description	Applicant Contact	Called E-mailed Contact	EAF Est Complete	Request 500' Envelopes	NC Appearance Date	Hearing Update as of 7/27/10	Agendized	Posted?
11/23/09	ZA-2009-3811-CUB	1723 - 25 Hillhurst	On-site Off-site beer & wine, parking	Kiyoshi Graves 323-401-6499	6/7/2010 talked	July			tbd		Posted
02/12/10	DIR-2010-1219-SPP	1758 Kingsley	Demo 2-story duplex & construct new 2-story 4-plex.	Ruben Gutierrez 310-318-4265	6/7/2010	Per Chris Weber: conforms with specific plan, requires DBS plan check, do not have to appear before us.			n/a		Posted
07/16/10	ZA-2009-2213-F	2208 Catalina	Permit over-in height wall and gates with pilasters.	John Parker Pacific Coast Consultants		ZA M. Longrande concurred with the City Planners report on the application and approved the same.			n/a		Posted
05/27/10	ZA-2009-1342-ZAA-1A	2223 Nottingham	Permit over-in height wall, gates and hedges. Appeal.	Alexander Irvine Craig Lawson & Co.		ZA M. Longrande approved the adjustment with additional terms & conditions on 3/2/2010. The applicant appealed the decision to the CAPC who sustained the March 2, 2010, decision.			n/a		Posted
		2315 Vermont	Permit two over height rolling gates with pilasters and use and maintain existing over-in height hedge.	David Minnes				ZA approved	2/2/2010		Posted
03/20/10	ZA-2009-2526-ZV-ZAA	2250 Tracy Terrace	New 3-story duplex	?					tbd		Posted
04/23/10	AA-2010-1037-PMEX	2494 -96 Edgemont	Lot line adjustment between neighboring parcels.	Chris Parker 818-591-9309	7/22/2010 em						Posted
07/12/10	CUB-82-277-PAB-PA1	2609 Hyperion	Withdrawal of approval of plans.	Eddie Navarette 213-687-6963					n/a		Posted
07/06/10	ENV-2010-1842-EAF	3712 W Evans St	Proposed wireless telecommunication facility.	Andrew Massey 714-504-7472							Posted
07/06/10	ZA-2010-1840-CUW	3712 W Evans St	Proposed wireless telecommunication facility.	Andrew Massey 714-504-7472					tbd		Posted

Application Date	Case Number	Address	Project Description	Applicant Contact	Called E-mailed Contact	EAF Est Complete	Request 500' Envelopes	NC Appearance Date	Hearing Update as of 7/27/10	Agendized	Posted?
10/30/09	AA-2009-3661-PMEX	4420 Sunset Dr.	Lot line adjustment - parcel map subdivide	Oper Shapira 323-857-1017	7/22/2010 Im						Posted
City Planning Department, LADBS, & DPW Notifications of Project Permit Compliance Reviews, Related Matters											
07/20/10	Application Reference No: 2009000315 Notification of proposed sidewalk dining.	1745 Vermont	Brueau of Engineering has made a preliminary determination that Agave Cantina sidewalk dining encroachment meets permit requirements.				14 days to to appeal determination.				Posted
07/19/10	DIR-2010-1579-SPP	4648 Hollywood	Allow the a change of use from retail to restaurant.	THIS IS EAST HOLLWOOD NC			Per Chris Weber: The project substantially complies with the applicable regulations, findings, standards, and provisions of the specific plan.				Posted