



# Los Angeles City Planning Department

## Office of Historic Resources

### PUBLIC NOTICE

#### WINDSOR SQUARE HISTORIC PRESERVATION OVERLAY ZONE BOARD MEETING

##### Board Members

Marissa Levin – Chairperson Pres. Abs.  
Alex Marx – Board Member Pres. Abs.  
Louis Polidori – Secretary Pres. Abs.

Rachel Staman – Board Member Pres. Abs.  
[Vacant] – Board Member Pres. Abs.

##### Meeting Information

**Date:** Wednesday, November 19th, 2025  
**Time:** 6:00 PM to 7:55 PM

**Location:** John C. Fremont Branch Library  
6121 Melrose Avenue Los Angeles, CA 90038

*If you wish to participate in the meeting via telephone and/or videoconferencing and offer public comment, please read the following instructions:*

Members of the public who wish to listen to the meeting are advised to call the phone number below, enter the Meeting ID, and then press #. Press # again when prompted for participant ID.

To provide public comment during the hearing, staff will direct members of the public to dial \*9 when public testimony has begun for that specific agenda item.

##### **Join Zoom Webinar:**

<https://planning-lacity-org.zoom.us/j/88438302407>  
Password: 687965

##### **Dial by your location:**

US: +1 669 900 9128 or +1 213 338 8477  
Webinar ID: 884 3830 2407

The ability to provide public comment remotely, an optional participation feature, may be subject to technical issues. Should technical issues occur or persist, the in-person meeting shall continue to be conducted.

##### **Meeting presentations and resolutions are available online here:**

<https://drive.google.com/drive/folders/196irk0SqJRePCBNKVpJ7rO5U1pTB8zuN>

If you are unable to access the meeting link, the meeting materials, or you would like to be placed on the interested parties list for any item on the agenda, please email or call:

[Damian.Gatto@lacity.org](mailto:Damian.Gatto@lacity.org)  
(213) 847-3677

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# AGENDA

1. **Call to Order** Roll call of board members in attendance.
  
2. **Introduction** Description of the purpose of the HPOZ, roles of the HPOZ Board, roles of City of Los Angeles HPOZ staff, and of meeting procedures.
  
3. **Approval of Minutes** Approval of minutes from previous Windsor Square HPOZ board meetings.
  
4. **Staff/Board Communication** City of Los Angeles HPOZ staff provide general updates on completed and in-progress work in the Windsor Square HPOZ.
  
5. **Public Comment** Public comment of non-agenda items for a maximum of 10 minutes.
  
6. **Conforming Work**
  - A. **Contributing Elements**

**548 South Bronson Avenue**  
*Description:* Expansion of hardscape in the front yard area.  
*Representatives:* Ralph Gentile and Karen Krygier – Owners.  
*Case Number(s):* ADM-2025-6324-CWC  
Approved Denied Continued \_\_\_\_\_, No Action  
Ayes Nays Abstains
  
  - B. **Non-Contributing Elements** **None.**
  
7. **Public Hearing Notice For the Following Items\***
  - A. **Certificates of Appropriateness** **None.**
  
  - B. **Certificates of Compatibility** **None.**
  
8. **Consultations**
  - (i.) **165 South Windsor Boulevard (Contributing Feature)**  
*Description:* Proposed rear addition of 288 square feet and a 124-square-foot balcony on a corner lot single-family dwelling.  
*Representatives:* Scott Mosenson and German Melgar - Representatives of Owner.  
Continued to \_\_\_\_\_; No Action;  
Recommended filing
  
  - (ii.) **268 South Lucerne Boulevard (Contributing Feature)**  
*Description:* Rear addition of 545 square feet on the first story and 352 square feet on the second story of a corner lot single-family dwelling.  
*Representatives:* Matt Steele and Jane Kim - Architecture JHK.  
Continued to \_\_\_\_\_; No Action;  
Recommended filing

## 9. Other Board Business

(i.) Quorum checks for the next HPOZ meeting.

## 10. Miscellaneous

The next regularly scheduled meeting is **December 3, 2025**.  
Cancellation may occur due to the lack of quorum or a lack of agenda items to review.

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\*Under provisions in Section 12.20.3 I (Notice and Public Hearing) of the Municipal Code, the owners and occupants of all properties abutting, across the street or alley from, or having a common corner with the subject property shall receive notice of the application for Certificate of Appropriateness at least ten (10) days prior to the date of the HPOZ Board meeting. Further, the applicant shall post the site in a conspicuous place ten (10) days prior to the date of the HPOZ Board meeting.

**NOTICE TO PAID REPRESENTATIVES:** If you are compensated to monitor, attend, or speak at this meeting City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**PERSONS WISHING TO PROVIDE PUBLIC COMMENT:** The HPOZ Board shall provide an opportunity in open meetings for the public to address items of interest to the public that are within the subject matter and jurisdiction of the HPOZ. Individual testimony within the public comment period shall be limited to two (2) minutes per person and up to ten (10) minutes per subject. However, the HPOZ chairperson has the discretion to modify the time allotted on each subject, to each speaker and the number of speakers per subject. Items may be called in any order at the discretion of the HPOZ chairperson.

**REQUIREMENTS FOR SUBMISSION OF MATERIALS:** Written materials may be submitted prior to the hearing via email to [lydia.chapman@lacity.org](mailto:lydia.chapman@lacity.org). Submissions on the day of the public hearing may not be more than two (2) written pages and must include the agenda item number or address on the cover or first page. Photographs do not count toward the page limitation. The submission must be given to Planning staff prior to the start of the hearing, who will distribute them to the Board. Public Submissions are available to view at: [https://drive.google.com/drive/u/0/folders/1R8sXusliPuyDdTpcCfg\\_NxEpVOiWmH\\_](https://drive.google.com/drive/u/0/folders/1R8sXusliPuyDdTpcCfg_NxEpVOiWmH_)

Under provisions of the Brown Act (Gov. Code Sec. 54959-54960), the HPOZ Board is a "legislative body" and must: (1) Conduct all quorum meetings in public; and (2) Seventy-two (72) hours before public meetings, post all agenda or issues considered for discussion. (The public notices are posted at the City Planning offices at 221 N. Figueroa in Suite 1350 as well as on the Internet at <http://planning.lacity.org>)

**Accommodations** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability. To request a reasonable accommodation, such as translation or interpretation, please email and/or call the assigned planner or email [per.planning@lacity.org](mailto:per.planning@lacity.org) a minimum of 3 days (72 hours) prior to the public hearing. Be sure to identify the language you need English to be translated into and indicate if the request is for oral interpretation or written translation services. If translation of a written document is requested, please include the document to be translated as an attachment to your email.

*Alojamientos: Como entidad cubierta bajo el Título II de la Ley sobre Estadounidenses con Discapacidades, la Ciudad de Los Ángeles no discrimina por razones de discapacidad. Para solicitar un acomodo razonable, como la traducción e interpretación entre el inglés y otros idiomas, favor de enviar un correo electrónico o llamar al personal asignado con un mínimo de 3 días (72 horas) antes de la audiencia pública o, como alternativa, enviar un correo electrónico a [per.planning@lacity.org](mailto:per.planning@lacity.org) usando el mismo plazo. Asegúrese de identificar el idioma al que necesita que se traduzca el inglés e indique si la solicitud es para servicios de traducción oral o escrita. Si se solicita la traducción de un documento escrito, incluya el documento que se traducirá, como un archivo adjunto a su correo electrónico.*

**Telecommunication Relay Services** - Telephone communication is one of the most important forms of communication in society today. Due to advancements in technology, telephone devices have evolved with new services and capabilities. Individuals who are deaf and hard of hearing, and individuals with a speech disability are following these trends and are rapidly migrating to more advanced telecommunications methods, both for peer-to-peer and third-party telecommunications relay service (TRS) communications.

Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS is available in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories for local and/or long distance calls. TRS providers - generally telephone companies - are compensated for the costs of providing TRS from either a state or a federal fund. There is no cost to the TRS user.

What forms of TRS are available? There are several forms of TRS, depending on the particular needs of the user and the equipment available: TRS includes: Text to Voice TIY-Based TRS; Speech-to-Speech Relay Service; Shared Non-English Language Relay Service; Captioned Telephone Relay Service; Internet Protocol Relay Service; and Video Relay Service. Please visit this site for detailed descriptions, <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

Don't hang up! Some people hang up on TRS calls because they think the CA is a telemarketer. If you hear, "Hello. This is the relay service..." when you pick up the phone, please don't hang up! You are about to talk, through a TRS provider, to a person who is deaf, hard-of-hearing, or has a speech disability.

For more information about FCC programs to promote access to telecommunications services for people with disabilities, visit the FCC's Disability Rights Office website.

**Exhaustion of Administrative Remedies and Judicial Review** - If you challenge an application or item included on a public hearing agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in written correspondence on these matters delivered to this agency at or prior to the public hearing. If you seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5, the petition for writ

of mandate pursuant to that section must be filed no later than the 90th day following the date on which the City's decision became final pursuant to California Code of Civil Procedure Section 1094.6. There may be other time limits which also affect your ability to seek judicial review.

If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing agendized here, or in written correspondence on the matters delivered to this agency at or prior to the public hearing.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate. The meeting facility and its parking are wheelchair accessible. Sign language interpreters, assistive listening devices, language translators, or other auxiliary aids and/or other services may be provided upon request. To ensure availability of services, please make your request not later than three working days (72 hours) prior to the meeting by calling the staff person referenced in this notice.

Materials submitted for any above-referenced cases are available for public review at the Department of City Planning, for more information contact the planner.

## CONTACT INFORMATION

### Department of City Planning

Office of Historic Resources  
211 North Figueroa Street, Suite 1350  
Los Angeles, CA 90012  
[www.planning.LACity.org](http://www.planning.LACity.org)

Planner Contact  
Damian Gatto  
(213) 847-3677  
[Damian.Gatto@LACity.org](mailto:Damian.Gatto@LACity.org)

### Code Enforcement

Department of Building and Safety  
(For Single-Family Dwellings  
or Commercial Buildings)

(888) 524-2845  
or  
(888) 833-8389

Housing Department  
(For Multi-family Dwellings)  
(866) 557-7368

### Council District 13

Council Member: Hugo Soto-Martinez  
Planning Director: Emma Howard  
[councildistrict13.lacity.gov](http://councildistrict13.lacity.gov)

District Office:  
1722 Sunset Boulevard  
Los Angeles, CA 90026  
(213) 207-3015

Hollywood Satellite Office  
(By Appointment Only) :  
6501 Fountain Avenue  
Los Angeles, CA 90028  
(213) 207-3015