

**CITY OF WEST HOLLYWOOD  
PUBLIC FACILITIES COMMISSION  
SPECIAL MEETING MINUTES  
WEDNESDAY, MAY 9, 2018**

1. **CALL TO ORDER:** Chair Rodriguez called the meeting to order at 6:30 p.m.

**A. ROLL CALL:**

**PRESENT:** Chair Rodriguez, Vice Chair Dolan, Commissioner Bowen, and Commissioner Sunnanon

**ABSENT:** Commissioner Millan and Commissioner Torres

**ALSO PRESENT:** Helen Collins, Facilities and Field Services Manager, and Debbie Gonzalez, Administrative Coordinator

**B. PLEDGE OF ALLEGIANCE:**

2. **APPROVAL OF AGENDA**

**ACTION:** Approve the May 9, 2018 Agenda with the request to move item 7.A. last on the Agenda.

**Motion by Chair Rodriguez, seconded by Commissioner Bowen and approved unanimously.**

3. **APPROVAL OF MINUTES**

**ACTION:** Approve the meeting minutes dated March 14, 2018.

**Motion by Vice Chair Dolan, seconded by Commissioner Sunnanon and approved unanimously.**

4. **PUBLIC COMMENTS**

CATHY BLAVIS, WEST HOLLYWOOD: Thanked staff and the Commission for a successful Arbor Day event.

STEPHANIE HARKER, WEST HOLLYWOOD: Spoke about the Arbor Day event. She also spoke about attending the One Another Art Installation at Laurel Park and mentioned speaking to staff about putting in a park bench near the art installation. She went on to speak about the Laurel House and encouraged staff to look at the potential use of the facility for special events.

JENNA RYAN, WEST HOLLYWOOD: She spoke about the loss of her animal companion and informed staff that she will be submitting a proposal to install a memorial plaque in West Hollywood.

ITEM 4A

5. **CONSENT CALENDAR– None.**

6. **PUBLIC HEARINGS– None.**

7. **NEW BUSINESS.**

**A. City of West Hollywood Parklet Program**

**SUBJECT:** The Public Facilities Commission received a presentation on the Council Adopted Parklet Program.

**PUBLIC COMMENT:**

LARRY BLOCK, WEST HOLLYWOOD: He spoke about the loss of parking spaces and inquired about the type of outreach that will be done to inform the community. He asked for clarification on the allocation of the parklets. He went on to speak about the maintenance and public safety of the parklets.

CATHY BLAIVAS, WEST HOLLYWOOD: She expressed concern with the maintenance of the parklets. She also inquired if the parklets would be off-limit to smoking. She expressed concern with the safety of traffic near the parklets as well as the loss of parking spaces.

The Commissioners expressed concern with loitering and the homeless population, particularly on the east side, and questioned if there is a mitigation strategy in place to avoid the parklets from becoming homeless shelters. Staff responded by saying that the Long Range Mobility Planning is working with the Department of Public Works in managing the program to ensure any concerns of loitering are addressed. Commissioner Sunnanon inquired if the parklets are ADA compliant. They also discussed animal companions being allowed in the parklets. Vice Chair Dolan inquired about the length of time each parklet will be installed. Chair Rodriguez inquired if WiFi will be an amenity offered at the parklets. Vice Chair Dolan expressed concern with the smoking in the parklets. Staff responded by saying that as part of the Municipal Code amendment they can put in a clause prohibiting smoking in the parklets.

**ACTION:** Receive and file.

**8. UNFINISHED BUSINESS.**

**A. Urban Forest Management Plan**

*SUBJECT:* The Public Facilities Commission received an update on the proposed next steps for the completion of the draft Urban Forest Management Plan.

**PUBLIC COMMENT:**

STEPHANIE HARKER, WEST HOLLYWOOD: She spoke about a beetle infestation that is occurring in her neighborhood and beetle feces droppings on cars. She expressed support in implementing more tree programs in the City in an effort to preserve as many trees as possible.

The Commissioners inquired about the type of outreach the City will do to promote the local urban forestry program and suggested doing it through a City newsletter and reaching out to different neighborhood groups. They also asked about the type of partnerships the City will have with public and private organizations. They also discussed having a meeting with the West Hollywood Tree Preservation Society to discuss and get feedback on the Urban Forest Management Plan. Vice Chair Dolan spoke about the Arbor Day event and suggested making it a special event with more giveaways and planting more trees.

**ACTION:** Receive and file.

**9. PUBLIC COMMENT: None.**

**10. ITEMS FROM STAFF**

Facilities and Field Services Manager, Helen Collins, provided an update on the new Audio Equipment at the City facilities. She also spoke about Measure A, an item for park funding which passed last year. She went on to speak about park security and provided an update of the security modifications the City is doing. She also provided an update on the City Hall Lobby project and stated that it is anticipated that the Public Facilities Commission meeting in June and July may be scheduled at Plummer Park. She spoke about an item that the City Council approved in April which would enhance cleaning services in commercial zones such as pressure washing, litter retrieval, and increased day porter services.

**11. ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS**

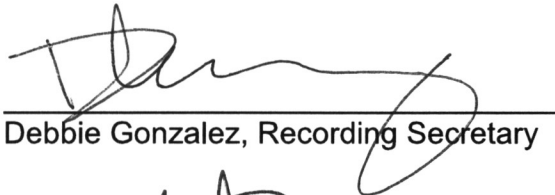
Commissioner Bowen expressed that he would have liked the Public Facilities Commission to be involved in the Parklet Program process.

Commission Sunnanon spoke about his and Commissioner Torres's involvement in the "Only Yes Means Yes" campaign on Sexual Assault Awareness. He asked the commission to extend their appreciation to former Commissioner Saur for her time served in the commission. He also spoke about the Arbor Day event and thanked City staff for organizing a successful event. He went on to speak about the trees at Hart Park that are adjacent to Sunset Boulevard and mentioned that residents shared positive comments regarding the trees. He spoke about other possibilities to memorialize the loss of animal companions. He mentioned that residents on the west side have also brought to his attention the beetle feces issue. He inquired if there is a study that shows if having a parklet in front of a business might have a positive impact on revenue performance. He also inquired about having a discussion on public gardens. Lastly, he informed the Commission of his absence in the near future as he will be attending a 3 month Officer Training for the Air Force Academy.

Vice Chair Dolan expressed his sympathy to Jenna Ryan for the loss of her animal companion. He spoke about the memorial plaques for animal companions.

Chair Rodriguez thanked staff for putting on a great event for Arbor Day. He also expressed that he would like the Public Facilities Commission to participate in programs such as the Parklet Program.

- 12. ADJOURNMENT** – The meeting adjourned at 8:08p.m. to the next meeting of the Public Facilities Commission scheduled for June 13, 2018 at Plummer Park – Community Meeting Room 1 & 2, 7377 Santa Monica Blvd., West Hollywood, CA 90046.



Debbie Gonzalez, Recording Secretary



Manny Rodriguez, Chair