

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
WEDNESDAY, SEPTEMBER 12, 2018**

1. CALL TO ORDER: Chair Torres called the meeting to order at 6:33 p.m.

A. ROLL CALL:

PRESENT: Chair Torres, Vice Chair Millan, Commissioner Isaacs, Commissioner Dolan, Commissioner Sunnanon (arrived at 6:36 p.m., and Commissioner Block (arrived at 6:41 p.m.).

ABSENT: Commissioner Rodriguez

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

B. PLEDGE OF ALLEGIANCE: Christina Sarkees led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

ACTION: Approve the September 12, 2018 Agenda.

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

3. APPROVAL OF MINUTES

ACTION: Approve the meeting minutes dated August 8, 2018. Moved to approve with revisions to Commissioner Dolan's comments.

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

4. PUBLIC COMMENTS:

VIVAN DUGRE, WEST HOLLYWOOD – read a letter that was sent to staff requesting a safety gate at Kings Road Park for the safety and protection of children.

5. CONSENT CALENDAR: None.

6. PUBLIC HEARINGS: None.

7. **NEW BUSINESS.**

A. Update on West Hollywood Parklet Program

SUBJECT: The Public Facilities Commission received an update on the Council adopted Parklet Program.

PUBLIC COMMENT: None.

Commissioner Block expressed concern with businesses using the parklets as an accessory to their business. He also inquired about maintenance of the parklet spaces.

Commissioner Sunnanon spoke about public safety in the parklets and inquired if there's a mitigation strategy for homeless patrons. Staff informed the Commission that the business sponsors will involve the Sheriffs if any issues arise with homeless patrons. Staff also stated that they are looking into ways of closing the parklets at night when businesses are closed.

Commissioner Dolan asked about the engineering behind the safety aspect of the structures. Staff stated that the City Engineer reviews the submittals to ensure the parklets meet the safety requirements. Commissioner Dolan also expressed concern with the public health aspect if homeless patrons camp out in the parklets.

Vice Chair Millan inquired about the distance requirements for a business to apply for a parklet. He also asked if the City has considered community organizations or outside sponsors for the parklet program. Staff stated that community organizations can apply for the program but require coordination with a business.

Commissioner Isaacs commented about the level of responsibility businesses will have sponsoring a parklet program.

Chair Torres thanked staff for the presentation.

ACTION: Receive and File.

B. Sunset Streetscape Pilot Program

SUBJECT: The Commission received an update regarding the Sunset Streetscape Pilot Project.

PUBLIC COMMENT: None.

Commissioner Dolan spoke about a subcommittee that he was a part of that involved city streetscapes, wayfinding and street signage and inquired if this pilot program is replacing it. Staff stated that the Sunset Streetscape Pilot Program is a separate program.

Commissioner Isaacs inquired about the application of color and design on the City sidewalks and asked about the removal process of temporary installations. Staff replied by saying that the project team has a scope for the removal of temporary pilot installations.

Commissioner Sunnanon spoke about the identity of the City changing throughout the years. He went on to speak about wayfinding and expressed interest in having names of businesses available versus only having icons. He inquired if the installations can become permanent fixtures after the pilot program is over. Staff stated that successful sidewalk extensions could potentially become permanent fixtures but would require additional funding and use of different material.

Vice Chair Millan inquired if Book Soup is the sponsor of the Parklet in front of their business. Staff stated that the City is responsible for building the parklet and Book Soup will be responsible for ensuring it is closed properly at the end of the day.

Commissioner Block spoke about advertising the City's mobility programs.

Chair Torres spoke in favor of the pilot program and thanked staff for the presentation.

ACTION: Receive and file.

C. West Hollywood Park Master Plan Implementation Project – Phase II
SUBJECT: The Commission received an update on the West Hollywood Park Master Plan Implementation Project – Phase II.

PUBLIC COMMENT: None.

Commissioner Sunnanon inquired about cost changes affected by construction timeline changes. Staff responded by saying that there have been delays in schedule but there have also been opportunities to reschedule other work as it relates to the buildings in the park to gain some time back with the schedule.

ACTION: Receive and file.

D. Kings Road Park – Playground Improvements

SUBJECT: The Commission will form an Ad Hoc Committee to work on the Kings Road Park Playground Improvements.

The Commission established a Kings Road Park Playground Improvements Ad Hoc Committee through a general consensus of the Commission. The Ad Hoc Committee will consist of Chair Torres, Commissioner Block, and Commissioner Rodriguez who was nominated by Chair Torres.

8. UNFINISHED BUSINESS: None.

9. PUBLIC COMMENT: None.

10. ITEMS FROM STAFF

Facilities and Field Services Manager, Helen Collins, informed the Commission that the Greening Committee will be meeting soon to work on the parkway pilot program. She also shared that she will be meeting with the Chair and Vice Chair to get a letter of the Dog Park recommendations to City Council. She updated the Commission on the red curb painting project in the City. She went on to speak about the pressure washing in the City.

11. ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS

Commissioner Block spoke about the street cleaning schedule. He spoke about the location of the dog waste station near The Domaine. He also spoke about the lack of public restrooms after businesses and bars are closed.

Commissioner Sunnanon welcomed Commissioner Isaacs to the Commission. He asked if historically the Commission has received updates on occurrences in the City that are in the Public Facilities Commission's purview. He also inquired if the Commission will receive a meeting and hearings schedule from the Kings Road Park Playground Improvement Ad Hoc Committee. Staff stated the Commission will receive a report from the Ad Hoc Committee. He went on to speak about the solar trash bins in the City.

Commissioner Dolan requested to bring back an item on the status of the redevelopment money for Plummer Park. He went on to inform staff of a dead tree located on Poinsettia.


Vice Chair Millan thanked staff for their hard work and thanked the public speaker for attending the meeting.

Chair Torres thanked staff for the presentations.

12. **ADJOURNMENT** – The meeting adjourned at 8:48 p.m. to the next meeting of the Public Facilities Commission scheduled for October 10, 2018 at City Hall – 8300 Santa Monica Blvd., West Hollywood, CA 90069.



Debbie Gonzalez, Recording Secretary



Brandon Millan, Vice Chair