

**MINUTES
CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION**

**WEDNESDAY, JANUARY 11, 2023
TELECONFERENCE MEETING***

6:30 P.M. – REGULAR MEETING

***IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (NOVEL CORONAVIRUS), AB 361 HAS AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE WHEN STATE AND LOCAL OFFICIALS ARE RECOMMENDING MEASURES TO PROMOTE SOCIAL DISTANCING.**

1. CALL TO ORDER – Chair Mason called the meeting to order at 6:31 p.m.

A. LAND ACKNOWLEDGEMENT – Read by Chair Mason.

B. ROLL CALL

**PRESENT: Commissioner Isaacs (she/her);
Commissioner Karliss (he/him);
Commissioner Larry (he/him);
Commissioner Polachek (she/her);
Vice Chair Solomon (he/him); and
Chair Mason (he/him).**

ABSENT:

**ALSO PRESENT: Helen Collins (she/her), Facilities and Field
Services Division Manager; Erin Hamant
(she/her), Senior Administrative Analyst.**

C. PLEDGE OF ALLEGIANCE – Led by Commissioner Karliss.

2. APPROVAL OF AGENDA

ACTION: Approve the January 11, 2023, Agenda.

Motion by Polachek, seconded by Karliss, and approved unanimously.

Roll Call Vote:

Commissioner Isaacs – Y

Commissioner Karliss – Y

Commissioner Larry – Y

Commissioner Polachek – Y

Vice Chair Solomon – Y

Chair Mason – Y

3. **APPROVAL OF MINUTES**

ACTION: Approve the minutes of the prior Public Facilities Commission meeting dated November 11, 2022.

Motion by Polachek, seconded by Isaacs, and approved.

Roll Call Vote:

Commissioner Isaacs – Y

Commissioner Karliss – Abstained

Commissioner Larry – Y

Commissioner Polachek – Y

Vice Chair Solomon – Y

Chair Mason – Y

4. **PUBLIC COMMENTS** – None.

5. **COMMISSIONER COMMENTS**

The Commissioners wished everyone a happy new year.

Commissioner Isaacs enjoyed the Winter Wonderland event.

Commissioner Karliss attended the Kings Road Park Off-Leash Dog Park Listening Session, alongside Commissioner Isaacs, in early December. He also expressed health, hygiene, and safety concerns at the West Hollywood Park Playground where he has seen the children’s play areas used by dogs.

Commissioner Polachek shared her excitement on recent progress by the Melrose Streetscape Project and thanked staff for their hard work during the recent rainy days and corresponding maintenance activities.

6. **CONSENT CALENDAR** – None.

7. **PUBLIC HEARINGS** – None.

8. **UNFINISHED BUSINESS** – None.

9. **NEW BUSINESS**

A. **PLUMMER PARK TENNIS PRO SHOP AND RESTROOM FACILITY LAYOUT**

SUBJECT: The Commission will provide input on the proposed layout for the Plummer Park Tennis Pro Shop and Restroom Facility.

Staff provided a presentation and background on the proposed layout for the Plummer Park Tennis Pro Shop and Restroom Facility.

The layout moves the restroom locations to the northside of the building and adds an additional restroom for park users, with three public restrooms in total. Each restroom will have a changing table. There will be a private restroom for the Tennis Pro Shop concessionaire staff. There will be a retail window with roll up doors for the Pro Shop operations and an expanded storage area.

Commissioner Polachek agreed the new layout makes sense and asked if the sink is exterior to the public restroom stalls. Staff confirmed that is correct. She was underwhelmed by the building's aesthetic and emphasized that the temporary facility could be reimaged with the Plummer Park Comprehensive Improvement Project.

Vice Chair Solomon asked if the private restroom could be used by the Farmers Market vendors. He also asked if the doors are floor to ceiling and about the construction timeline and possible disruptions to court play. Staff confirmed that the doors would be floor to ceiling. Staff explained that two public restrooms would be open during the Farmers Market instead of three. Staff described that the facility will be prefabricated and estimated approximately two weeks to complete. Work would commence in late Spring in tandem with the new dog park construction and minimal court play disruptions are anticipated. The construction schedule is still being developed and is not confirmed.

Chair Mason agreed with the new layout and disagreed with the recommendation to open the Tennis Pro Shop private staff restroom to the Farmers Market vendors. He was excited for the quick construction timeline.

Commissioner Karliss asked about the rollup doors and public restroom hours. Staff confirmed that the public restroom hours align with Plummer Park's open hours which is 6 a.m. to 10 p.m.

ACTION: Review the proposed layout and provide input.

B. ANNUAL CALENDAR

SUBJECT: The Commission will review its schedule of regular meetings, special meetings, and special events in the Annual Calendar and consider various date recommendations by staff.

Staff reviewed the 2023 Commission Calendar which indicates dates of significance for the Commission: regular meeting dates, special meeting dates, the live broadcast meeting date, the annual tour date,

and other proposed annual events.

Commissioner Polachek thanked staff for the calendar and asked if staff are still taking every other Friday off work. Staff confirmed that half of City staff work every other Friday so that City facilities can remain open on all Fridays. This schedule is referred to as a 9/80 schedule and it supports the City's carbon emissions reduction goals.

ACTIONS:

- 1) **Select Saturday, March 18, 2023, for a Monarch Butterfly Conservation Event.**
- 2) **Select Saturday, April 15, 2023, for the Annual Tree Planting Event.**
- 3) **Select Wednesday, September 13, 2023, for the Annual Televised Meeting.**
- 4) **Select Saturday, October 14, 2023, for the Annual Tour of City Facilities as a Special Meeting.**

Motion by Polachek, seconded by Karliss, and approved unanimously.

Roll Call Vote:

**Commissioner Isaacs – Y
Commissioner Karliss – Y
Commissioner Larry – Y
Commissioner Polachek – Y
Vice Chair Solomon – Y
Chair Mason – Y**

10. **EXCLUDED CONSENT CALENDAR – None.**

11. **PUBLIC COMMENTS – None.**

12. **ITEMS FROM STAFF**

Staff shared information about an upcoming City Council item which will provide a comprehensive overview of the City's capital improvement program (CIP) with capital project names, project teams, descriptions/ scopes of work, status updates, and estimated schedules. The tree giveaway pick up will occur over the weekend on Friday and Saturday.

A. LOOK AHEAD CALENDAR FOR AGENDA PREP & COMMISSION ITEMS TRACKER

No changes.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

Commissioner Karliss shared information about the upcoming Martin Luther King Jr. Day of Service at West Hollywood Elementary School and asked if the City has a contingency plan if it rains.

Commissioner Larry asked about in-person meetings and wished everyone a great Martin Luther King Jr. Day weekend. Chair Mason confirmed in-person meetings will return in March.

Commissioner Polachek asked staff to send the Business Parking Permit information. Staff confirmed the information will be shared with them.

Vice Chair Solomon thanked staff for their work on the new Plummer Park restrooms.

Chair Mason expressed enthusiasm for the Commission's work over this next year.

14. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 7:26 p.m. to its next regular meeting* on Wednesday, February 8, 2023, at 6:30 p.m. via Teleconference.

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Erin Hamant

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Erin Hamant, Acting Recording Secretary

DocuSigned by:

Andrew C Solomon

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Jake Mason, Chair

Andrew Solomon, Vice Chair
(Acting Chair on February 8, 2023)