

**AGENDA  
CITY OF WEST HOLLYWOOD  
PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION**

**WEDNESDAY, JANUARY 14, 2026  
6:30 P.M.**

**CITY HALL COMMUNITY MEETING ROOM, 1ST FLOOR  
8300 SANTA MONICA BOULEVARD  
WEST HOLLYWOOD, CA 90069**

**LAND ACKNOWLEDGEMENT**

The Public Facilities, Recreation, and Infrastructure Commission acknowledges that the land on which we gather and that is currently known as the City of West Hollywood is the occupied, unceded, seized territory of the Gabrieleño Tongva and Gabrieleño Kizh Peoples (pronounced “Keech”).

Meeting materials submitted to the Public Facilities, Recreation, and Infrastructure Commission (Commission) shall be distributed within 72 hours of the meeting and are available for public inspection online at [www.weho.org/pfc](http://www.weho.org/pfc) and at the staff table during the Commission meeting.

To comply with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) are available for check out at the meeting. For people who are Deaf or hard of hearing, please dial 711 or 1-800-735-2929 (TTY) or 1-800-735-2922 (voice) for California Relay Service (CRS) assistance. If you require accommodations to participate in the meeting (e.g., an American Sign Language interpreter), please contact the City Clerk’s Office at (323) 848-6800 at least 72 hours before the meeting date.

If meeting-related transportation special accommodation is required, please submit your request to the Office of the City Clerk at (323) 848-6800 at least 48 hours prior to the meeting. For public transportation information, please call (323) GO-COMMUTE or (323) 466-3876 or visit [www.metro.net](http://www.metro.net).

**RULES OF DECORUM**

Audience members shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede, or otherwise render the orderly conduct of the Commission meeting infeasible. An audience member who repeatedly or continuously engages in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from the meeting.

Each person addressing the Commission shall do so in an orderly manner and shall not make repetitious, slanderous, or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Commission meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from the meeting.

## STATEMENT OF SHARED RESPONSIBILITY FOR RESPECT

During public meetings, community gatherings, interactions with the public, and with one another, the City endeavors for all participants and attendees to conduct City business and treat others with respect, a core value of the City. This includes being polite, professional, and thoughtful when interacting with others. Our collective commitment to West Hollywood requires intention, cooperation, courtesy, consideration, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, and patience. Our respect is expressed not only in the words we choose, but also in our tone, our demeanor, and our actions toward one another.

## PROVIDING PUBLIC COMMENT

Any person wishing to speak on any item of business on the agenda before the Commission shall first complete a speaker request form and submit the form to the Secretary.

1. A speaker request form must be completed before the meeting begins.  
Please include your name and the item number(s) you would like to speak.
2. No person shall address the Commission without first being recognized by the Presiding Officer.
3. Public comment is limited to three (3) minutes per speaker.

## TO PARTICIPATE BY PROVIDING WRITTEN CORRESPONDENCE OR AN E-COMMENT

Staff strongly encourage the public to submit an email [pfcpubliccomment@weho.org](mailto:pfcpubliccomment@weho.org) no later than 12:00 p.m. (noon) on the meeting day. All comments received by 12:00 p.m. will be forwarded to the Commission and posted on the City's website.

## TO PARTICIPATE BY LISTENING TO THE MEETING AUDIO & PROVIDING PUBLIC COMMENT BY TELEPHONE

Any person wishing to speak by telephone on any item of business on the agenda before the Commission shall be required to submit a speaker request to [pfcpubliccomment@weho.org](mailto:pfcpubliccomment@weho.org) no later than 12:00 p.m. (noon) on the meeting day in order to be added to the remote public speaker list.

1. A speaker request must be completed before the submission timeline noted above. Please include your name, phone number (for staff to identify your caller location on Zoom), and the item number(s) you would like to speak.
2. Staff will confirm your pre-registration by providing the call-in phone number and meeting ID number.
3. You may dial-in ten (10) minutes prior to the start of the meeting. The meeting begins at 6:30 p.m. You will be placed ON HOLD in the Virtual Meeting Room until the meeting commences. When you enter the meeting, please mute your telephone.
4. Public comment is limited to three (3) minutes per speaker.

*Note 1: Public comment will become part of the official public record. If you do not want your personal information included in the official record, please do not include your address and/or phone number.*

*Note 2: Staff are unable to respond to emails during the meeting. All requests to speak by telephone must be confirmed in advance and requests to speak on additional agenda items cannot be accommodated during the meeting.*

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1. CALL TO ORDER – 6:30 P.M.

- A. LAND ACKNOWLEDGEMENT
- B. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE AGENDA

MEETING OF JANUARY 14, 2026

4. APPROVAL OF THE MINUTES

MEETING OF DECEMBER 10, 2025

5. PUBLIC COMMENTS

This public comment period is to address the Commission on Consent Calendar items, other agenda items (including if the member of the public cannot be present at the time the item is considered), or items of general interest within the jurisdiction of the Commission. Another period is also reserved for general comment later in the meeting for those that could not be heard at this time. Public hearing testimony will only be taken at the time of the hearing.

6. CONSENT CALENDAR

A. PLUMMER PARK BASKETBALL COURT TEMPORARY MURAL

SUBJECT: The Commission will consider approval of a temporary mural to be installed at the Plummer Park outdoor basketball court adjacent to the Community Center located at 7377 Santa Monica Boulevard.

RECOMMENDATION: Approve the creation of a temporary mural to be installed at the Plummer Park outdoor basketball court adjacent to the Community Center located at 7377 Santa Monica Boulevard.

B. ANNUAL CALENDAR

SUBJECT: The Commission will review a proposed special meeting date in November to finalize its Annual Calendar for 2026.

RECOMMENDATION: Select Wednesday, November 4, 2026 as a Special Meeting.

7. PUBLIC HEARINGS – None

8. NEW BUSINESS

A. METRO K LINE NORTHERN EXTENSION LOCALLY PREFERRED  
ALTERNATIVE PUBLIC HEARINGS

SUBJECT: The Commission will receive a brief update on the Northern Extension of the Metro K Line and consider appointing a member to represent the Public Facilities, Recreation, and Infrastructure Commission by providing public comment on behalf of the Commission at the Metro Planning and Programming Committee and Board of Directors meetings when the locally preferred alternative for the project is considered.

RECOMMENDATION: Appoint one (1) representative and one (1) alternate to represent the Commission by providing public comment on behalf of the Commission at the Metro Planning and Programming Committee and Board of Directors meetings when the locally preferred alternative – the San Vicente-Fairfax Alternative – for the Metro K Line Northern Extension is considered.

B. FY26-28 BIENNIAL CAPITAL BUDGET RECOMMENDATIONS

SUBJECT: The Commission will receive a presentation on the biennial budget process and consider approving proposed Capital Work Plan budget requests for the FY26-28 biennial budget.

RECOMMENDATIONS:

- 1) Approve the FY26-28 proposed Capital Work Plan budget requests as part of the biennial budget submissions for the Facilities and Field Services Division and Recreation Services Division.
- 2) Approve the Commission's budget recommendation letter, with the approved Capital Work Plan budget requests added, to be presented to the City Council Finance & Budget Subcommittee.

C. AD HOC SUBCOMMITTEE TO REVIEW UPDATES TO CITY POLICIES

SUBJECT: The Commission will consider forming an Ad Hoc Subcommittee to conduct a comprehensive review of City policies under the purview of the Commission.

RECOMMENDATION: Create an Ad Hoc Subcommittee to conduct a comprehensive review of City policies under the purview of the Commission:

- 1) Naming Policy and 2) Commemorations, Tribute Trees, and Plaques Policy.

9. UNFINISHED BUSINESS – None

10. EXCLUDED CONSENT CALENDAR – None

11. ITEMS FROM STAFF

12. PUBLIC COMMENTS

This time is set aside for the public to address the Commission on any item of interest within the subject matter jurisdiction of the Commission that could not be heard under the Public Comments item at the beginning of the meeting.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

LOOK AHEAD CALENDAR FOR THE AGENDA PREP & COMMISSION ITEMS TRACKER

14. ADJOURNMENT

The Public Facilities, Recreation, and Infrastructure Commission meeting is adjourned to its next regular meeting on Wednesday, February 11, 2026, at 6:30 p.m. in the City Hall Community Meeting Room, 1st Floor, 8300 Santa Monica Boulevard, West Hollywood, CA 90069.

**MINUTES  
CITY OF WEST HOLLYWOOD  
PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION**

**WEDNESDAY, DECEMBER 10, 2025  
6:30 P.M.**

**CITY HALL COMMUNITY MEETING ROOM, 1ST FLOOR  
8300 SANTA MONICA BOULEVARD  
WEST HOLLYWOOD, CA 90069**

LAND ACKNOWLEDGEMENT

The Public Facilities, Recreation, and Infrastructure Commission acknowledges that the land on which we gather and that is currently known as the City of West Hollywood is the occupied, unceded, seized territory of the Gabrieleño Tongva and Gabrieleño Kizh Peoples. (pronounced “Keech”)

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

A. LAND ACKNOWLEDGEMENT – Read by Chair Payton.

B. ROLL CALL

PRESENT: Commissioner Cottrell (he/him);  
Commissioner Karliss (he/him);  
Commissioner Krishna (she/her);  
Commissioner Ragno (he/him);  
Commissioner Rogers (she/her);  
Vice Chair Jackson (she/her); and  
Chair Payton (she/her).

ABSENT: None.

ALSO PRESENT: Helen Collins, Director of Public Works (she/her);  
Phillip Ticun, Facilities & Field Services Manager  
(he/him); Samuel Estrada, Urban Forest &  
Landscape Maintenance Supervisor (he/him);  
Clavon Jubrey, Sr. Recreation Supervisor  
(he/him); and Erin Hamant, Acting Secretary  
(she/her).

2. PLEDGE OF ALLEGIANCE – Led by Commissioner Karliss.

3. APPROVAL OF THE AGENDA

**ACTION:** Approved the agenda for December 10, 2025. **Motion by Commissioner Ragno, seconded by Commissioner Rogers, and approved unanimously.**

**Roll Call Vote:**

**Commissioner Cottrell – Y**

**Commissioner Karliss – Y**

**Commissioner Krishna – Y**

**Commissioner Rogers – Y**  
**Commissioner Ragno – Y**  
**Vice Chair Jackson – Y**  
**Chair Payton – Y**

4. APPROVAL OF THE MINUTES

**ACTION:** Approved the minutes of the prior Public Facilities, Recreation, and Infrastructure Commission meeting dated November 12, 2025. **Motion by Commissioner Karliss, seconded by Commissioner Krishna, and approved with noted abstention by Commissioner Cottrell.**

**Roll Call Vote:**

**Commissioner Cottrell – Abstained**  
**Commissioner Karliss – Y**  
**Commissioner Krishna – Y**  
**Commissioner Rogers – Y**  
**Commissioner Ragno – Y**  
**Vice Chair Jackson – Y**  
**Chair Payton – Y**

5. PUBLIC COMMENTS – None.

6. CONSENT CALENDAR – None.

7. PUBLIC HEARINGS – None.

8. NEW BUSINESS

A. TIPU TREE REPLACEMENT PLANTING PROJECT UPDATE (PHASE 3)

SUBJECT: The Commission will review the phase 3 planting site data for the Tipu Tree Replacement Planting Project, as outlined and identified in the City's Urban Forest Management Plan.

Staff provided an overview of the Tipu Tree Replacement Planting Project. Phase 3 is the project's final phase for the removal and replacement of diseased Tipu trees in the city (132 Tipu trees in total). Staff will continue to conduct ongoing monitoring of tree health within the city's urban forest.

Commissioner Karliss asked why three sites were categorized as nonviable and asked if residents requested Jacaranda trees, since their flowers are sticky when they fall to the ground. Staff explained that insufficient space is the primary limitation, and confirmed that some residents did request Jacaranda trees as their preferred replacement tree species.

Commissioner Krishna asked if the City is able to install plants in the parkways, in addition to the new trees, and if staff have received feedback about the project from community members. Staff explained that the City maintains the trees in parkways, and residents are responsible for planting and maintaining other plants. Staff reported receiving about five calls, which is far less than at the beginning of

the project. The City's practice is to post a tree removal notice for thirty days prior to removing a public tree.

Commissioner Ragno asked if any of the proposed tree species have destructive roots. Staff explained that it depends on the size of the parkway. Smaller parkways experience greater disturbance from tree roots.

Chair Payton asked how big the new tree plantings will be. Staff explained that the City will plant 24" boxes which are trees about eight years old.

Commissioner Cottrell asked why residents do not prefer the Afghan pine tree species. Staff explained that this change was made based on resident feedback against the tree during phase 2 plantings.

**ACTION:** Approved the phase 3 planting site data for the Tipu Tree Replacement Planting Project. **Motion by Commissioner Karliss, seconded by Commissioner Krishna, and approved unanimously.**

**Roll Call Vote:**

- Commissioner Cottrell – Y**
- Commissioner Karliss – Y**
- Commissioner Krishna – Y**
- Commissioner Rogers – Y**
- Commissioner Ragno – Y**
- Vice Chair Jackson – Y**
- Chair Payton – Y**

**B. STANDARD PLANTING PALETTE FOR CITY-MAINTAINED PARKWAYS**

**SUBJECT:** The Commission will consider a recommendation by the Greening Standing Subcommittee to adopt a standard planting palette for City-maintained parkway locations throughout the city, with a primary focus on enhancing vehicular and pedestrian visibility and using pollinator-friendly landscaping. The City has identified a new parkway installation near 8700 Dorrington Avenue.

Staff provided background information about a new parkway near 8700 Dorrington Avenue that has no building owner to maintain it. The Greening Subcommittee met on November 25, 2025, and approved a recommendation by staff to create a standard planting palette for City-maintained parkway locations throughout the city. Priorities in selecting plant species included vehicular visibility and promoting biodiversity. This recommendation was presented to the Commission for consideration.

- City-Maintained Parkway Palette: 8 plant species.
- Companion Plants: 12 plant species.

Commissioner Ragno expressed appreciation for continuity between the City's standardized planting palettes, and shared his joy for apricot mallow.

**ACTION:** Adopted a standard planting palette for City-maintained parkway locations throughout the city. **Motion by Vice Chair Jackson, seconded by Commissioner Cottrell, and approved unanimously.**

**Roll Call Vote:**

**Commissioner Cottrell – Y**  
**Commissioner Karliss – Recused**  
**Commissioner Krishna – Y**  
**Commissioner Rogers – Y**  
**Commissioner Ragno – Y**  
**Vice Chair Jackson – Y**  
**Chair Payton – Y**

C. 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 provided a review of the Commission’s Annual Calendar including three of its regular meeting dates in 2026 that conflict with City holidays and nonworking Jewish holidays, in April, September, and November.

Upon review, staff recommended tabling the proposed November special meeting date because it would conflict with the regular meeting of the Transportation and Mobility Commission, which meets at the same location as the Public Facilities, Recreation, and Infrastructure Commission.

Chair Payton asked if the Commission is able to meet at a different location. Staff explained that this is seldom preferred since the Commission’s By-laws sets their meeting location. Also, selecting special meeting dates is difficult because of probable conflict with other City Commissions and Advisory Boards regularly scheduled meetings.

The Commission approved the recommended calendar changes, except for November, and asked staff to return with a new special meeting date recommendation for consideration.

**ACTION:** Approved the following changes to the Annual Calendar: 1) Selected Saturday, April 18, 2026, for the Annual Tree Planting Event, 2) Selected Wednesday, April 22, 2026, as a Special Meeting, 3) Selected Saturday, September 19, 2026, for the Annual Tour of City Facilities as a Special Meeting, 4) Selected Wednesday, October 14, 2026, for the Annual Televised Meeting as a Special Meeting, and 5) Asked staff to return with a new November special meeting date recommendation. **Motion by Vice Chair Jackson, seconded by Commissioner Karliss, and approved unanimously.**

**Roll Call Vote:**

**Commissioner Cottrell – Y**  
**Commissioner Karliss – Y**  
**Commissioner Krishna – Y**  
**Commissioner Rogers – Y**  
**Commissioner Ragno – Y**  
**Vice Chair Jackson – Y**  
**Chair Payton – Y**

9. UNFINISHED BUSINESS – None.

10. EXCLUDED CONSENT CALENDAR – None.

11. ITEMS FROM STAFF

Staff provided information about upcoming winter recreation programs, including the WeHo Winter Ice Rink at West Hollywood Park, and informed the Commission that the Aquatic and Recreation Center will be closed early from 12/8 to 12/19 for staff to conduct pool cleaning and building maintenance activities.

Staff reviewed with the Commission how to submit a service request to report issues using the City's website or the City's official app. Commissioners should not wait for their meeting to report out issues they see or hear about in the city.

Staff shared information about an important Metro meeting in February 2026, providing an opportunity to express their support for light rail expansion in the community. The Commission asked staff if they are able to formalize their support with a future agenda item. Staff confirmed they will check with the City Clerk.

12. PUBLIC COMMENTS – None.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS  
LOOK AHEAD CALENDAR FOR AGENDA PREP & COMMISSION ITEMS  
TRACKER – No changes.

Commissioner Ragno thanked staff for completing the court lighting project at Plummer Park and asked staff about the timeline for restriping the courts at Plummer Park.

Commissioner Rogers notified staff about an increase of rats at West Hollywood Park, issues with the sandbox at the West Hollywood Park playground, and reported a paper towel jam in the restrooms at West Hollywood Park.

Commissioner Krishna thanked staff for replacing the court nets at Plummer Park, reported a dead squirrel location, and shared appreciation to the City for their coordination during a recent electricity blackout.

Commissioner Karliss asked about the status of the Plummer Park Community

Center following a car crash and asked staff to notify the Commission about events impacting park closures (for example, notice about the rainbow district winter market).

Commissioner Cottrell wished everyone happy holidays.

Vice Chair Jackson attended West Hollywood Day and shared appreciation for the holiday lights along Santa Monica Blvd.

Chair Payton enjoyed the winter ice rink with her family, attended the rainbow district market, elaborated on the issues with the sandbox at the West Hollywood Park playground, and asked staff for an update on the Kings Road Park Playground Replacement Project.

14. ADJOURNMENT

The Public Facilities, Recreation, and Infrastructure Commission meeting adjourned at 7:43 p.m. to its next regular meeting on Wednesday, January 14, 2026, at 6:30 p.m. in the City Hall Community Meeting Room, 1st Floor, 8300 Santa Monica Boulevard, West Hollywood, CA 90069.

CONSENT CALENDAR

SUBJECT: PLUMMER PARK BASKETBALL COURT TEMPORARY MURAL

INITIATED BY: ARTS DIVISION

Rebecca Ehemann, Arts Manager

Marcus Mitchell, Public Art Administrator Analyst

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STATEMENT ON THE SUBJECT:

The Commission will consider approval of a temporary mural to be installed at the Plummer Park outdoor basketball court adjacent to the Community Center located at 7377 Santa Monica Boulevard.

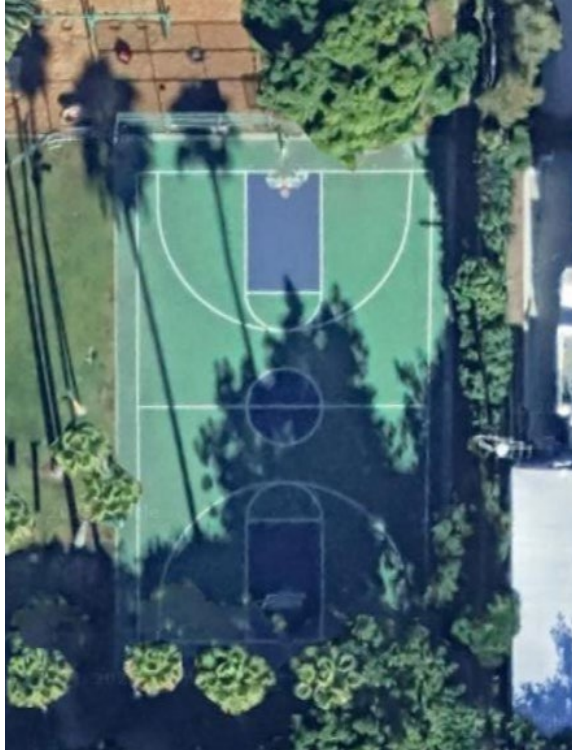
RECOMMENDATION:

Approve the creation of a temporary mural to be installed at the Plummer Park outdoor basketball court adjacent to the Community Center located at 7377 Santa Monica Boulevard.

BACKGROUND:

On June 23, 2025, the City Council approved a three-year Creative Plan that included an opportunity to commission a temporary basketball court mural at a City-owned park. The inspiration for initiating this program includes celebrating major sporting events coming to the region between now and 2028, such as NBA All-Star Weekend in February 2026. An all-inclusive budget of \$125,000 was identified for this project.

On September 25, 2025, the Arts and Cultural Affairs Commission approved the recommended artist selection process and the selected basketball court at Plummer Park (located near the children's playground) to install a temporary basketball court mural.



*Proposed temporary mural artwork location: Plummer Park basketball court near the children's playground.*

Staff met to discuss the parameters and logistics of the proposed artwork. The agreed upon parameters of the mural project include using an appropriate outdoor grade paint to install the temporary mural artwork over the course of 1-2 days in February 2026. The approved mural artwork must be appropriate for the general public that utilizes the park, which includes families and children. Installation will occur within the boundaries of the basketball court while preserving the standard basketball court lines so as not to interfere with the regular and customary use of the court. The mural will remain in place until planned resurfacing of the basketball court by the City, which is an active project led by the Facilities and Field Services Division (unrelated to the mural).

Staff recommend the Facilities, Recreation, and Infrastructure Commission approve the creation of a temporary mural to be installed at the Plummer Park outdoor basketball court adjacent to the Community Center located at 7377 Santa Monica Boulevard.

CONSENT CALENDAR

SUBJECT: ANNUAL CALENDAR

INITIATED BY: FACILITIES AND FIELD SERVICES DIVISION

Phillip Ticun, Manager

Erin Hamant, Senior Administrative Analyst

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STATEMENT ON THE SUBJECT:

The Commission will review a proposed special meeting date in November to finalize its Annual Calendar for 2026.

RECOMMENDATION:

Select Wednesday, November 4, 2026 as a Special Meeting.

BACKGROUND:

The Commission holds its regular meetings on the second Wednesday of each month at 6:30 PM. Attachment A is the Annual Calendar with the Commission's regular meetings outlined with red boxes, special meetings in blue boxes, and recreation semi-annual review meetings in orange boxes (which occur every April and November).

On December 10, 2024, the Commission approved the following changes to the Annual Calendar: 1) Selected Saturday, April 18, 2026, for the Annual Tree Planting Event, 2) Selected Wednesday, April 22, 2026, as a Special Meeting, 3) Selected Saturday, September 19, 2026, for the Annual Tour of City Facilities as a Special Meeting, 4) Selected Wednesday, October 14, 2026, for the Annual Televised Meeting as a Special Meeting, and 5) Asked staff to return with a new November special meeting date recommendation.

November – Special Meeting

The Commission's regularly scheduled meeting in November occurs in 2026 on Veterans Day, which is a City holiday. Staff recommend the Commission select Wednesday,

November 4, 2026 as a special Meeting. November is also when the Recreation Services Division provides its semi-annual review to the Commission. This date is noted on the calendar with a blue box and an orange box.

ATTACHMENT A – 2026 Calendar



# City of West Hollywood • 2026

ATTACHMENT A

8300 Santa Monica Boulevard • West Hollywood, CA 90069-6216

(323) 848-6400 • weho.org • @wehocity

OPEN MONDAY TO THURSDAY 8 A.M. TO 6 P.M.

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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APRIL							MAY							JUNE						
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26	27	28	29	30			<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	28	29	30				

JULY							AUGUST							SEPTEMBER						
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OCTOBER							NOVEMBER							DECEMBER						
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25	26	27	28	29	30	31	29	30						27	28	29	30	31		

 PFC Regular Meetings (2nd Wednesday; Start Time is 6:30 PM)	 Annual Tour of Public Facilities	 Council Meeting
 PFC Special Meetings	 Recreation Semi-Annual Review	 City Hall Closed
	 Annual Tree Planting Event	

NEW BUSINESS

SUBJECT: METRO K LINE NORTHERN EXTENSION LOCALLY PREFERRED  
ALTERNATIVE PUBLIC HEARINGS

INITIATED BY: TRANSPORTATION AND MOBILITY DIVISION

Tamar Fuhrer, AICP, Manager  
David Fenn, AICP, Senior Planner

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STATEMENT ON THE SUBJECT:

The Commission will receive a brief update on the Northern Extension of the Metro K Line and consider appointing a member to represent the Public Facilities, Recreation, and Infrastructure Commission by providing public comment on behalf of the Commission at the Metro Planning and Programming Committee and Board of Directors meetings when the locally preferred alternative for the project is considered.

RECOMMENDATION:

Appoint one (1) representative and one (1) alternate to represent the Commission by providing public comment on behalf of the Commission supporting the City's preferred route (the San Vicente-Fairfax Alternative) at the Metro Planning and Programming Committee and Board of Directors meetings when the locally preferred alternative for the Metro K Line Northern Extension is considered.

BACKGROUND:

Metro is studying underground rail options through West Hollywood, Mid City, and Hollywood and after years of analysis and community outreach, the Metro Board of Directors is expected to finally choose between the three routes under consideration for the K Line Northern Extension in early 2026. Depending on the route selected, West Hollywood could be served by three stations within the City and a fourth just outside the City limit at La Cienega/Beverly or a single station at La Brea/Santa Monica. The outcome of this decision will impact the accessibility of West Hollywood and Central Los Angeles for decades to come.

The City of West Hollywood and a regional coalition working to get this project built in our lifetimes support the San Vicente-Fairfax Alternative. Only the San Vicente-Fairfax route would serve all the top destinations and job centers along the way. The San Vicente-Fairfax route would:

- Expand access to more jobs (three times more jobs are located in walking distance to the San Vicente route compared to the La Brea route)
- Serve more residents (six times more residents are located in walking distance to the San Vicente route compared to the La Brea route)
- Provide access to regionally significant and iconic destinations, from WeHo's Rainbow District and Cedars-Sinai to the Grove and LACMA in Museum Row
- Expand access to critical healthcare resources with easy access to Cedars-Sinai Medical Center



*Proposed Metro K Line Northern Extension alignment alternatives under Metro consideration (The City of West Hollywood supports the San Vicente-Fairfax alternative)*

Because of the importance of this decision, staff is recommending that the Commission appoint a representative and an alternate to make public comment on behalf of the Commission at the Metro Board of Directors in support of the City's preferred alternative alongside other regional and local stakeholders. The final decision will be made at the

Metro Board of Directors in Downtown Los Angeles after consideration at the Metro Planning and Programming Committee the week prior. The City plans to charter Cityline vehicles to shuttle speakers from West Hollywood to Metro headquarters on the day of the full board meeting. While the precise final decision date and time have not yet been announced, Metro staff have indicated that it will occur in “early 2026,” so likely dates include the following standing meetings:

- Metro Planning and Programming Committee
  - Wednesday, February 18, 2026 (Starting at 11:00 am)
  - Wednesday, March 18, 2026 (Starting at 11:00 am)
- Metro Board of Directors
  - Thursday, February 26, 2026 (Starting at 10:00 am)
  - Thursday, March 26, 2026 (Starting at 10:00 am)

Members of the public who would like more information on the alternatives under consideration, the City’s role and preferred alternative, or project benefits or who would like to be notified when the final date and opportunities for public comment are announced should visit the project website at [www.weho.org/metro](http://www.weho.org/metro) and sign up for email updates or follow West Hollywood Advocates for Metro Rail (WHAM) on social media.

NEW BUSINESS

SUBJECT: FY26-28 BIENNIAL CAPITAL BUDGET RECOMMENDATIONS

INITIATED BY: FACILITIES AND FIELD SERVICES DIVISION

Phillip Ticun, Manager

RECREATION SERVICES DIVISION

Stephanie Martinez, Manager

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STATEMENT ON THE SUBJECT:

The Commission will receive a presentation on the biennial budget process and consider approving proposed capital work plan budget requests for the FY26-28 biennial budget.

RECOMMENDATIONS:

- 1) Approve the FY26-28 proposed capital work plan budget requests as part of the biennial budget submissions for the Facilities and Field Services Division and Recreation Services Division.
- 2) Approve the Commission's budget recommendation letter, with the approved capital work plan budget requests added, to be presented to the City Council Finance & Budget Subcommittee.

BACKGROUND:

The City of West Hollywood's biennial budget is a two-fiscal year budget cycle that includes the City's Operating Budget and Capital Work Plan. It is formally adopted by the City Council every two years at a scheduled Council meeting every June. It includes accomplishments from prior year activities, work plans that set out departmental goals and objectives for the next year, and the Capital Improvement Program (CIP) which guides major capital investments and maintenance programs. The City's fiscal year is July 1 to June 30.

In accordance with the West Hollywood Municipal Code:

**2.56.080 Duties.** The Public Facilities, Recreation, and Infrastructure Commission shall analyze public facilities, including those fixed in the public right-of-way, capital improvements, parks, and recreation programs to ensure the highest quality of land use, design, and transportation planning to meet community goals for aesthetics, durability, and functionality.

The Public Facilities, Recreation, and Infrastructure Commission shall have the power and be required to:

- a. On an annual basis, review the condition of public facilities and the public right of way including parks, city-owned buildings, landscaping, streetscapes, and the urban forest;
- b. Make recommendations to the City Council regarding funding for repairs or improvements for inclusion in the annual budget or five-year capital improvement program;
- c. Review and make recommendations to the City Council on plans for new public facilities;
- d. Twice a year, review and discuss recreation programs and use of recreation facilities.

Staff will provide a presentation on the biennial budget process for the Commission to consider approving the FY26-28 proposed budget requests as part of the biennial budget submissions for the Facilities and Field Services Division and Recreation Services Division, and approve the Commission's budget recommendation letter to be presented to the City Council Finance & Budget Subcommittee for consideration.

### **Previous Budget Cycle**

On June 24, 2024, the City Council adopted the City of West Hollywood Two-Year Operating Budget and Capital Work Plan for Fiscal Years 2024-25 & 2025-26. Related to the Commission's work, thirteen of the fourteen budget recommendations were approved. The table below shows the adopted FY24-26 biennial budget capital work plan approved by the Commission and City Council.

Priority	Description	FY25 Requesting	FY26 Requesting	FY27 Estimate	FY28 Estimate	FY29 Estimate
1	WHP - Flex Space Upgrades	\$120,000				
2	PP - Multipurpose Court	\$120,000				
3	Pool - Water Polo Netting System	\$75,000				
4	Citywide Court Resurfacing	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
5	PP/WHP - Signs & Wayfinding	\$150,000				
6	PP - Court Layout	\$10,000				
7	PP/WHP - Electronic Messaging Boards	\$50,000				
8	WHP - Built-in Sound System	\$25,000				
9	WHP - Gym Mural	\$40,000				
10	WHP - Tennis Court Windscreen	\$25,000	\$150,000			
11	PP - Tennis Court LED Lighting	\$30,000	\$250,000			
12	PP - Tennis Court Fencing		\$150,000			
13	WHP - Court Layout	\$10,000				
		\$ 730,000	\$ 625,000	\$ 75,000	\$ 75,000	\$ 75,000

On June 23, 2025, the City Council adopted the City of West Hollywood Second-Year Update to the Two-Year Operating Budget and Capital Work Plan for Fiscal Year 2025-26. Neither of the two below budget requests were approved.

Priority	Description	FY25 Requesting	FY26 Requesting	FY27 Estimate	FY28 Estimate	FY29 Estimate
1	KRP - Visioning Project		\$40,000.00			
			\$40,000.00			
Priority	Description	FY25 Requesting	FY26 Requesting	FY27 Estimate	FY28 Estimate	FY29 Estimate
2	PP - Alternative Restrooms*	\$600,000.00	\$600,000.00			
		\$600,000.00	\$600,000.00			
	*NOTE: This item was submitted in FY25 but it was not approved.					

ATTACHMENT A – Draft Budget Recommendation Letter



TO: CITY OF WEST HOLLYWOOD – CITY COUNCIL FINANCE & BUDGET  
SUBCOMMITTEE

FROM: PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION

RE: PFC RECOMMENDATIONS – FY26-28 CAPITAL WORK PLAN

DATE: JANUARY 14, 2026

Dear City Council Finance & Budget Subcommittee:

Our Commission appreciates the opportunity to present for consideration to the City Council Finance & Budget Subcommittee our capital improvement projects funding recommendations for the FY26-28 budget cycle. An important duty of the Public Facilities, Recreation, and Infrastructure Commission (PFC) is to make recommendations to the City Council regarding funding for repairs or improvements for inclusion in the annual budget or five-year capital improvement program. The PFC has received community input at our regular meetings and worked diligently with staff to identify projects we feel will most benefit our residents, businesses, and visitors.

As outlined in the City's budget, capital projects are investments in new facilities or long-term improvement and maintenance programs designed to preserve the City's physical systems and facilities. For City-owned properties and parks, the programs are broad and include land and building acquisitions, development of new city or community-based facilities, monuments and public plazas, off-street parking, street and sidewalk rehabilitation, sewer reconstruction, public lighting projects, affordable housing development and park acquisition, amenities, and renovations. The City's Capital Projects Budget, as shown below, shows a strong commitment by City leadership to continuously improve City facilities and infrastructure.

Capital Projects	FY25 Budget	FY25 Year-End Estimate	FY26 Budget	FY27 Estimate	FY28 Estimate	FY29 Estimate
<b>Grand Total</b>	<b>\$42,459,135</b>	<b>\$98,323,551</b>	<b>\$12,933,786</b>	<b>\$63,352,872</b>	<b>\$4,861,442</b>	<b>\$34,870,460</b>

*Capital Plan Summary: FY26 Proposed Budget  
2025-2029 Five-Year Plan*

The Commission feels fortunate to participate in the capital project planning process. While we understand and support staff submitting additional items as part of their budget submission, the Commission is providing its identified priorities below for your consideration.

The following are the Commission’s FY26-28 budget recommendations with a focus on maintaining, expanding, and managing our facilities and services while preparing for growing future demands. The items are listed in order of priority:

**INSERT LIST OF PROJECTS W/ DESCRIPTIONS**

**INSERT BUDGET TABLE**

Respectfully submitted,

Public Facilities, Recreation, and Infrastructure Commission  
City of West Hollywood

Members:  
Chair Nicole Payton  
Vice Chair Dorian J. Jackson  
Commissioner Jonathan Cottrell  
Commissioner Richard Karliss  
Commissioner Deepa Krishna  
Commissioner Santo Ragno  
Commissioner Kali Rogers

NEW BUSINESS

SUBJECT: AD HOC SUBCOMMITTEE TO REVIEW UPDATES TO CITY  
POLICIES

INITIATED BY: FACILITIES AND FIELD SERVICES DIVISION

Phillip Ticun, Manager  
Erin Hamant, Senior Administrative Analyst

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STATEMENT ON THE SUBJECT:

The Commission will consider forming an Ad Hoc Subcommittee to conduct a comprehensive review of City policies under the purview of the Commission.

RECOMMENDATION:

Create a City Policies Ad Hoc Subcommittee to conduct a comprehensive review of City policies under the purview of the Commission: 1) Naming Policy and 2) Commemorations, Tribute Trees, and Plaques Policy.

BACKGROUND:

On December 7, 2020, the City Council adopted Resolution No. 20-5350 which amended the City's Commemorations, Tribute Trees, and Plaques Policy Guidelines. This policy was originally adopted in 2004. The purpose of this policy is to establish a formal and uniform policy regarding nomination, consideration, justification and review of placing commemorations, tribute trees, and plaques on or within City-owned or leased land, buildings or facilities. Refer to Attachment A.

On February 16, 2021, the City Council adopted Resolution No. 21-5376 which amended the City's Naming Policy. This policy was originally adopted in 2000. The purpose of this policy is to establish a formal policy and uniform procedures regarding the nomination, consideration, justification, and review of naming City owned or leased land, buildings, or facilities. Refer to Attachment B.

## **Policy Update**

Staff are having a hard time finding suitable locations to fulfill tribute tree and plaque requests per the City's Commemorations, Tribute Trees, and Plaques Policy. For these reasons, staff recommend the Commission to create a City Policies Ad Hoc Subcommittee to conduct a comprehensive review of City policies under the purview of the Commission: 1) Naming Policy and 2) Commemorations, Tribute Trees, and Plaques Policy. The Commission will review and finalize recommendations from the Ad Hoc Subcommittee prior to forwarding them to the City Council for consideration.

ATTACHMENT A – Commemorations, Tribute Trees, and Plaques Policy

ATTACHMENT B – Naming Policy

**RESOLUTION NO. 20-5350**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD AMENDING RESOLUTION NO. 04-3135, TO ELIMINATE THE REQUIREMENT IN THE CITY'S "MEMORIALS, TRIBUTE TREES, AND PLAQUES POLICY GUIDELINES", THAT MEMORIALS CAN ONLY BE NAMED FOR DECEASED PERSONS AND THAT SUCH NAMING SHALL NOT TAKE PLACE UNTIL FIVE YEARS AFTER THE INDIVIDUALS DEATH

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, in 2004 the City Council adopted Resolution No. 04-3135 adopting a policy that set forth the purpose, policy guidelines, and procedures for placing memorials, tribute trees and plaques on or within City owned or leased land, buildings or facilities;

WHEREAS, the City Council desires to amend the policy to allow memorials to be named after individuals that are both alive and deceased, and to eliminate the requirement that memorials can only be named for deceased individuals five years or more after their death; and

WHEREAS, the City Council desires to rename to "Memorials" section to "Commemorations" to more appropriately align the title of the section with the text of the section, now that its requirements have been changed;

WHEREAS, the City Council desires to update "Review Committee" members to be consistent with current staffing and title changes.

NOW THEREFORE, BE IT RESOLVED:

SECTION 1. That the City Council hereby adopts an amendment to the Memorial, Tribute Tree, and Plaque Policy Guidelines dated September 20, 2004, to eliminate the first paragraph on page two of the document and make other non-substantive changes.

SECTION 2: The amended Memorial, Tribute Tree, and Plaque Policy Guidelines are attached to this resolution as Exhibit A.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting held this 7<sup>th</sup> day of December, 2020 by the following vote:

AYES:	Councilmember:	D'Amico, Erickson, Meister, Shyne, and Mayor Horvath.
NOES:	Councilmember:	None.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.

DocuSigned by:  
*Lindsey Horvath*  
\_\_\_\_\_  
LINDSEY P. HORVATH, MAYOR

ATTEST:

DocuSigned by:  
*YVONNE QUARKER*  
\_\_\_\_\_  
YVONNE QUARKER, CITY CLERK

## **EXHIBIT A**

(REVISED) December 7, 2020

### **CITY OF WEST HOLLYWOOD COMMEMORATIONS, TRIBUTE TREES, AND PLAQUES POLICY GUIDELINE**

#### **PURPOSE**

To establish a formal and uniform policy regarding the nomination, consideration, justification and review of placing COMMEMORATIONS, TRIBUTE TREES, and PLAQUES on or within City owned or leased land, buildings or facilities.

#### **- COMMEMORATIONS -**

#### **COMMEMORATIONS POLICY GUIDELINE**

In determining the placing of COMMEMORATIONS on or within City owned or leased land, buildings and facilities, the City Council will give consideration to the following policy guidelines:

COMMEMORATIONS shall represent broad community principles, which enhance the values and heritage of West Hollywood and will be compatible with community interest.

COMMEMORATIONS shall have timeless qualities and shall make a statement of significance to future generations.

COMMEMORATIONS shall incorporate the words "WEST HOLLYWOOD" or "CITY OF WEST HOLLYWOOD" where it is deemed important for civic or other reasons that a COMMEMORATIONS be identified with the City.

COMMEMORATIONS may be named in honor of a person(s) or organization(s) who have served the nation, the State of California and/or the City of West Hollywood in an exceptional and distinguished manner – and where such action is warranted by a contribution of service which is deemed to be of major significance.

COMMEMORATIONS may be named after individuals, families, businesses or agencies who have donated the land, building, facility or funds for a significant capital project, particularly if such naming is set forth as a condition of the donation.

The name(s) of a COMMEMORATION shall not thereafter be changed to honor other person(s) or organization(s).

A COMMEMORATION shall not be duplicated if it currently exists within the City of West Hollywood.

COMMEMORATIONS will be considered by the City Council, whether submitted by

Council Offices, City Commissions / Advisory Bodies, staff, civic organizations and/or general public. The selection process may include, where deemed appropriate, a contest or competition, if it is felt that such an alternative would promote greater community-wide interest and participation.

COMMEMORATIONS shall not be constructed with the use of City funds.

COMMEMORATIONS placed in neighborhood parks shall take into consideration the surrounding neighborhood and shall be reflective of that neighborhood.

## **PROCEDURE**

Requests for a COMMEMORATION proposed to be located on or within City owned/leased land, buildings and facilities shall be filed with the City Clerk for transmittal to the City Council. Such requests shall be submitted in writing, accompanied by statement that clearly and concisely summarizes the justification, location and description of the proposed COMMEMORATION. Responsibility and description of process for design, installation and maintenance of the COMMEMORATION along with associated costs shall also be included in the written statement.

A COMMEMORATION Committee, consisting of representatives from the Mayor, Mayor Pro Tempore, City Manager, Chair of the Public Facilities Commission and Facilities & Recreation Services Department Director shall review each COMMEMORATION request submitted to the City Clerk. Those requests as determined by the Committee to be complete and meeting the intent, purpose and spirit of the established COMMEMORATION Policy Guideline shall be transmitted to the City Council.

The City Council shall refer all such requests to the Public Facilities Commission for study and subsequent recommendation to the City Council. Depending on the specifics of each request, the Public Facilities Commission may at its option refer such requests to staff and/or concerned Commissions and/or Advisory Bodies for any input which would be of assistance to the Commission and ultimately the City Council, in reaching a final determination.

Staff and/or concerned Commissions / Advisory Bodies will be expected to submit their evaluation and recommendation to the Public Facilities Commission within sixty (60) calendar days following receipt of a request from the Public Facilities Commission.

Upon completion of its deliberation at a public meeting, the Public Facilities Commission will forward its recommendation to the City Council, accompanied by relevant testimony taken at the Commission's public meeting, as well as the reports of staff and any concerned Commissions / Advisory Bodies.

The City Council will make its determination as to a COMMEMORATION located on or within City owned/leased land, buildings and facilities at a regularly scheduled meeting of the City Council at which the Public Facilities Commission, staff, representatives of Commissions / Advisory Bodies, civic organizations and the

general public may offer testimony. The decision of the Council shall be final.

### **POTENTIAL COMMEMORATION SITES**

Potential COMMEMORATION sites include without limitation:

Crescent Heights Boulevard and Santa Monica Boulevard  
Fiesta Hall  
Hart Park  
Havenhurst Park  
Kings Road Park  
Plummer Park  
Plummer Park - Community Center  
San Fair Bus Stop Garden  
Santa Monica Boulevard and San Vicente Boulevard (southeast corner)  
Santa Monica Boulevard Median at Doheny Drive and at Almont Drive  
Sherwood Traffic Circle  
West Hollywood Park  
West Knoll Traffic Circle

### **- TRIBUTE TREES -**

### **TRIBUTE TREE POLICY GUIDELINES**

In determining the planting of a TRIBUTE TREE on or at City owned or leased land, buildings, and facilities, consideration will be given to the following:

A TRIBUTE TREE is a thoughtful and distinctive way to present a living memorial to a deceased relative or friend, to honor someone you love or respect, to show appreciation to a person or group or to acknowledge an important event.

It is recognized that the City of West Hollywood has limited areas and spaces where the planting of TRIBUTE TREES can be accommodated.

In considering requests for planting TRIBUTE TREES the requesting party shall first be directed to the organization administering the West Hollywood Memorial Walk, Aid for AIDS. The West Hollywood Memorial Walk is a tribute to life and a promise to those who have been lost and a commitment to improve the quality of life for people living with HIV/AIDS.

If the request does not meet the spirit and intent of the West Hollywood Memorial Walk or the requesting party desires to pursue planting of a TRIBUTE TREE(s) in a City park, open space or at a City owned building or facility the following procedures shall be followed. All costs associated in the planting of a TRIBUTE TREE and the associated plaque shall be borne by the requesting party.

## **PROCEDURE**

Requests for a TRIBUTE TREE proposed to be planted at or on City owned/leased land, buildings or facilities including parks and opens space shall be filed with the Director of Facilities & Recreation Services. Such requests shall be submitted in writing, accompanied by a statement that clearly and concisely summarizes the justification, location, and description of the proposed TRIBUTE TREE including specie and size. If the proposed TRIBUTE TREE is to be accompanied by a plaque, the request shall include a description of size, material and wording.

A Review Committee (Committee), consisting of the Chair of the Public Facilities Commission, Facilities & Recreation Services Department Director, Facilities and Field Services Division Manager, and Recreation Services Division Manager shall review each TRIBUTE TREE request submitted for consideration. Those requests as determined by the Committee to be complete and meeting the intent and spirit of the TRIBUTE TREE Policy Guidelines shall be transmitted to the Public Facilities Commission for consideration along with any observations and recommendations of the Committee regarding the request. Such observations and recommendations may include the appropriateness of the request, species and size of tree, other requirements such as a tree grate and alternate planting location(s). City Council Offices shall be advised of each request reviewed by the Committee and the Committee's recommendation.

Depending on the specifics of each request, the Public Facilities Commission may at its option refer such requests to staff and/or appropriate Commissions and/or Advisory Bodies for any input which would be of assistance to the Commission, in reaching a final determination of the TREE request. Such input shall be forwarded to the Public Facilities Commission within sixty (60) days of the request.

The Public Facilities Commission will make its determination as to the planting of a TRIBUTE TREE located on or within City land, buildings and facilities at a regularly scheduled meeting of the Commission at which the requesting party, staff, representatives of Commissions / Advisory Bodies, and the general public may offer testimony. If approved, the decision of the Public Facilities Commission shall be forwarded to the Facilities & Recreation Services Department for implementation and to Council Offices for informational purposes. If denied, the decision of the Public Facilities Commission shall be referred back to the Committee for the purpose of formally notifying the requesting party and to Council Offices for informational purposes.

### **- PLAQUES -**

In determining the installation of a Plaque on or within City owned or leased land, buildings, and facilities, consideration will be given to the following:

## **PLAQUE POLICY GUIDELINES**

Plaques are a way to:

Remember a deceased relative or friend  
Honor an individual or group  
Show appreciation to a person or group  
Acknowledge an important event.

Plaques can also be a way to fund the purchase and placement of park amenities at current market rates, such as picnic tables, benches, litter receptacles and drinking fountains.

All costs associated in placing a plaque shall be borne by the requesting party including purchase, installation and as appropriate, related maintenance.

Plaques that are proposed to name City owned or leased land, building or facility after an individual or group shall follow the City's Naming Policy as adopted by the West Hollywood City Council by Resolution No. 00-2297 on May 1, 2000.

## **PROCEDURE**

Requests for a PLAQUE proposed to be located within City owned/leased land, buildings or facilities including parks and open space shall be filed with the Director of Facilities & Recreation Services. Such requests shall be submitted in writing, accompanied by a statement that clearly and concisely summarizes the justification, specific location of placement, and description of the proposed PLAQUE including wording, size and material. The requesting party shall indicate if they wish for the plaque to be placed on an existing or new park amenity such as a picnic table, bench, litter receptacle and drinking fountain. Plaques placed on a park amenity shall include the cost of the plaque, requested amenity and as applicable, associated maintenance costs.

A Review Committee (Committee), consisting of the Chair of the Public Facilities Commission, Facilities & Recreation Services Department Director, Facilities and Field Services Division Manager, and Recreation Services Division Manager shall review each PLAQUE request submitted for consideration. Those requests as determined by the Committee to be complete and meeting the intent and spirit of the PLAQUE Policy Guidelines shall be transmitted to the Public Facilities Commission for consideration along with any observations and recommendations of the Committee regarding the request. Such observations and recommendations may include the appropriateness of the request, proposed PLAQUE location, wording, size and material. City Council Offices shall be advised of each request reviewed by the Committee and the Committee's recommendation.

Depending on the specifics of each request, the Public Facilities Commission may at its option refer such requests to staff and/or appropriate Commissions and/or Advisory Bodies for any input which would be of assistance to the Commission, in reaching a final determination of the PLAQUE request. Such input shall be forwarded to the Public Facilities Commission within sixty (60) days of the request.

The Public Facilities Commission will make its determination as to the placing of a PLAQUE located on or within City land, buildings and facilities at a regularly scheduled meeting of the Commission at which the requesting party, staff, representatives of Commissions / Advisory Bodies, and the general public may offer testimony. If approved, the decision of the Public Facilities Commission shall be forwarded to the Facilities & Recreation Services Department for implementation and to Council Offices for informational purposes. If denied, the decision of the Public Facilities Commission shall be referred back to the Committee for the purpose of formally notifying the requesting party and to Council Offices for informational purposes.

**RESOLUTION NO. 21-5376**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WEST HOLLYWOOD, CALIFORNIA,  
ADOPTING AN UPDATED NAMING POLICY FOR  
THE NAMING OF CITY ASSETS**

**THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES HEREBY  
RESOLVE AS FOLLOWS:**

**SECTION 1. Recitals.**

1. The City of West Hollywood (“City”) has a Naming Policy in place that establishes uniform procedures regarding the nomination, consideration, justification and review of naming City owned or leased land, buildings and facilities (“City Assets”).
2. The current Naming Policy was adopted on May 1, 2000.
3. The Naming Policy establishes certain criteria for the City Council’s consideration in determining the names to be given to City Assets, and sets forth the procedure for how naming requests of City Assets may be made to and processed through the City.
4. Based on direction at the December 21, 2020 City Council meeting and additional recommendations from the Public Facilities Commission and City staff, the Naming Policy has been updated to, among other things, allow the City Council the ability to waive the 2-year waiting period after a deceased person’s name may be used, and clarifies the process for naming City Assets.

**NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of West Hollywood as follows:**

**SECTION 2. The “Naming Policy” as set forth in Exhibit A attached hereto and incorporated by reference, is adopted, to establish updated uniform procedures regarding the nomination, consideration, justification and review of naming City owned or leased land, buildings and facilities.**

**I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of West Hollywood at a meeting thereof on the 16th day of February 2021 by the following vote:**

Resolution No. 21-5376  
Page 2

PASSED, APPROVED, AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting held this 16<sup>th</sup> day of February, 2021 by the following vote:

AYES:	Councilmember:	D'Amico, Shyne, and Mayor Pro Tempore Meister.
NOES:	Councilmember:	Erickson and Mayor Horvath.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.

DocuSigned by:  
*Lindsey P. Horvath*  
A45D21B3B37A4F1...  
LINDSEY P. HORVATH, MAYOR

ATTEST:

DocuSigned by:  
*MELISSA CROWDER*  
A2072ACE25AD4B9...  
MELISSA CROWDER, ACTING CITY CLERK

## **EXHIBIT A**

### **CITY OF WEST HOLLYWOOD NAMING POLICY**

#### **PURPOSE**

To establish a formal policy and uniform procedures regarding the nomination, consideration, justification, and review of naming City owned or leased land, buildings, or facilities ("City assets").

#### **POLICY**

The naming of City assets creates a permanent identity for public spaces and is a powerful placemaking tool. Naming land, buildings and facilities can be a complex and emotionally evocative task, and deep consideration is warranted when additional public resources are used to create or change the names on signs, maps, and literature. In determining the names to be given to City owned or leased land, buildings, and facilities, the City Council will give particular consideration to the following criteria:

- A. Names shall represent broad community principles, which enhance the values, character, and heritage of West Hollywood and will be compatible with community interest.
- B. Names shall have timeless qualities and shall make a statement of worthy and enduring legacy to the City's future generations.
- C. Names shall recognize geographic, topographic, or historical attributes of West Hollywood.
- D. Names may incorporate the words "WEST HOLLYWOOD" or "CITY OF WEST HOLLYWOOD," where it is deemed important for civic or other reasons for a building, facility, or land to be identified with the City.
- E. Land, buildings, or facilities may be named in honor of persons who have served the nation, the State of California, and/or the City of West Hollywood in an exceptional and distinguished manner and where such action is warranted by a contribution of service which is deemed to be of major significance.
- F. Land, buildings, or facilities will not be named after living persons unless it is stipulated as a condition of donation and deemed appropriate to take such action on the basis of a major gift, monetary or otherwise, which warrants a deviation from this policy.
- G. The naming process for land, buildings, or facilities in honor of a deceased

person shall not be initiated until two years after their death. This particular policy is not intended in any way to reflect on the merits of any deceased individual who may have been a prominent civic leader. However, it is felt appropriate to establish such a waiting period to ensure that an individual's accomplishments or contributions will stand the test of time and that decisions shall not be made on an emotional basis immediately following a person's death. The City Council may waive the waiting period if a deceased person's contribution is deemed so significant that it has already met the test of time.

- H. Land, buildings, or facilities may be named after individuals, families, businesses, or agencies who have donated the land, building, facility, or funds for a significant capital project, particularly if such naming is set forth as a condition of the donation.
- I. The names of land, buildings, or facilities named in honor of individuals shall not thereafter be changed to honor other individuals.
- J. Generally, a name will not be considered if it is already in use and assigned to land, buildings, or facilities within the City or elsewhere.
- K. Names will be considered by the City Council, whether submitted by Council Members, City Commissions, Advisory Boards, staff, civic organizations, and/or general public. The selection process will encourage public participation and may include, where deemed appropriate, a contest or competition, if it is felt that such an alternative would promote greater communitywide interest and participation.

## **PROCEDURES**

- A. Requests for naming or renaming of City owned or leased land, buildings, and facilities shall be filed with the City Clerk for transmittal to the City Council and Naming Committee. Such requests shall be submitted, accompanied by a statement summarizing the justification for the recommended name(s) and indicating how the request is consistent with the criteria in the Naming Policy.
- B. The Naming Committee, consisting of the Mayor, Mayor-Pro Tempore, City Manager, Chair of the Public Facilities Commission, and Facilities and Recreation Services Department Director shall review each request submitted to the City Clerk. Those requests, as determined by the Committee to be complete and meeting the intent and purpose of the established Naming Policy, shall be transmitted to the City Council as a formal item on the agenda for consideration.
- C. The City Council shall refer all such requests to the Public Facilities Commission for study and subsequent recommendation to the City

Council. The Public Facilities Commission shall consider signage, identification options, and cost estimates related to the naming request. Depending on the specifics of each request, the Public Facilities Commission may at its option refer such requests to staff and/or concerned Commissions/ advisory bodies for any input, which would be of assistance to the Commission and ultimately the City Council, in reaching a final determination.

- D. Staff and/or concerned Commissions/ advisory bodies will be expected to submit their evaluation and recommendation to the Public Facilities Commission within sixty (60) calendar days following receipt of a request from the Public Facilities Commission.
- E. The Public Facilities Commission shall hold a public hearing and forward its recommendation to the City Council, accompanied by relevant testimony taken at the Commission's public hearing, as well as the reports of staff and any concerned Commissions/ advisory bodies.
- F. The City Council will make its determination as to the naming request of City owned or leased land, buildings, and facilities at a regularly scheduled meeting of the City Council at which the Public Facilities Commission, staff, representatives of Commissions/ advisory bodies, civic organizations, and the general public may offer testimony. The decision of the City Council shall be final.

**PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION  
LOOK AHEAD CALENDAR FOR AGENDA PREP  
2026**

Item Description	Item Type	Commission Request	Staff Request	Agenda Date
Annual Calendar - November Special Meeting	Unfinished Business		P. Ticun	01. Jan
CIP - Biennial Budget Recommendations	New Business	Subcommittee	P. Ticun	01. Jan
City Policies (Naming & CTPP)	New Business	Subcommittee	P. Ticun	01. Jan
Metro Light Rail Meeting	New Business		P. Ticun	01. Jan
Plummer Park Basketball Court Temporary Mural	Consent	Arts & Cultural Affairs Commission	R. Ehemann	01. Jan
KRP Community Meeting Room Rentals	New Business	Consensus	S. Martinez	02. Feb
Annual Tree Planting Event	Unfinished Business	Work Plan		03. Mar - Annual
City Policies (Naming & CTPP)	Unfinished Business	Subcommittee	P. Ticun	04. Apr
Recreation Topics	New Business	By-Laws	S. Martinez	04. Apr - Annual
Election Process Overview	New Business		M. Crowder	06. Jun - Annual
Adopted Budget Update	Unfinished Business		H. Collins	07. Jul - Annual
Election of Chair and Vice Chair	New Business		M. Crowder	07. Jul - Annual
Park and Recreation Month Proclamation	New Business		S. Martinez	07. Jul - Annual
Fiscal Year Work Plan	New Business	Work Plan		07./08. Jul/Aug - Annual
Annual Overview of Public Facilities	Consent	Work Plan		08. Aug - Annual
Locations - Annual Tour of Public Facilities	Consent	Work Plan		08. Aug - Annual
Subcommittee Roster	New Business	By-Laws		08. Aug - Annual
Annual Tour Discussion	Unfinished Business			09. Sep - Annual
Annual Tour of Public Facilities	New Business	Work Plan		09. Sep - Annual
Recreation Topics	New Business	By-Laws	S. Martinez	11. Nov - Annual
Annual Calendar 2027	New Business			12. Dec - Annual
Crescent Heights Triangle and Memorials Improvements	New Business	Council Directive	P. Ticun	TBD
Naming Request - Andrew Campbell Theater	Public Hearing		P. Ticun	TBD
Plummer Park Exercise Equipment	New Business	Consensus	P. Ticun	TBD
PP Farmers Market Parking and Street Cleaning	New Business	Consensus	P. Ticun	TBD
Quimby and Park Development Fee Schedules	New Business	Consensus	P. Ticun	TBD
Results from the Recreation Facilities & Operational Study	New Business		S. Martinez and Catalyst Consulting	TBD
Special Events Calendar & Related City Facilities Closures	New Business	Consensus	C. Smith	TBD

LEGEND:

**COMPLETED ITEMS**

**NEW/UPDATED ITEMS**

