

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
WEDNESDAY, SEPTEMBER 13, 2017**

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

A. ROLL CALL:

PRESENT: Chair Rodrigues, Vice Chair Dolan, Commissioner Torres, Commissioner Millan and Commissioner Sunnanon, and Commissioner Bowen.

ABSENT: Commissioner Saur.

ALSO PRESENT: Steve Campbell, Manager, Facilities & Field Services Division, Helen Collins, Senior Administrative Analyst, and Debbie Gonzalez, Administrative Coordinator, Paul Hertz, Facilities and Landscape Maintenance Superintendent, and Scott Smith, Urban Forrest and Landscape Supervisor.

- B. PLEDGE OF ALLEGIANCE:** City Clerk, Yvonne Quarker led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA**

ACTION: Approval of the September 13, 2017 with the change to item 8a date correction from October 17 to October 11.

Approved by consensus of the Commission.

3. **APPROVAL OF MINUTES**

ACTION: Approved the meeting minutes dated August 9, 2017. **Motion by, Commissioner Dolan, seconded by Commissioner Millan and approved unanimously.**

4. **PUBLIC COMMENTS**

MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD; thanked Steve Campbell and staff for their responsiveness when it comes to the future of the Detroit Community Garden. He spoke about the importance of knowing what lies ahead especially to the senior community. He expressed his concern with the material being used by the City to cover unused garden plots. He exhibited the black plastic being used. He spoke about his concern with the amount of plastic bags being used for this material. He went on to speak about his concerns with this plastic material deteriorating and ending up in the sewers. He mentioned that Human Services did not promote the Detroit Community Garden as they did the

Edible Parkway, they did not lease the plots, and they did not maintain the property with respect to garbage pick-up.

5. **CONSENT CALENDAR– None.**

6. **PUBLIC HEARINGS– None.**

7. **UNFINISHED BUSINESS**

A. Urban Forest Management Plan

SUBJECT: The Public Facilities Commission received a presentation on the proposed Tree Removal Guidelines Plan for the City of West Hollywood's Public Trees from staff.

PUBLIC COMMENT:

MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD; spoke about an old photograph of the City of West Hollywood with much less trees. He asked if there is a database to track trees and encouraged the commission to get a glimpse of a database to see how trees are tracked. He asked for clarification on how and when the city decides to correct an issue with a tree.

The commissioners inquired about tree removal guidelines for trees that are not sick and asked who the decision makers are. They inquired about the frequency of the tree site-visits, who conducts these visits, and cost benefits analysis, and other items related to the presented Tree Removal Guidelines.

ACTION: Provide a recommendation to the City Council to adopt the proposed Tree Removal Guidelines with an amendment to the minimum notice to 30 calendar days.

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

B. Off-Leash Dog AD Hoc

SUBJECT: The Public Facilities Commission received a verbal presentation on the proposed Off-Leash Dog AD Hoc Committee.

PUBLIC COMMENT:

MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD; spoke about the City of West Hollywood's decision making process. He expressed concern that the public is not involved with the decision making. He mentioned that he hopes that the dialogue and decision making is transparent.

The commissioners requested clarification on who the members of the committee would be and if members of the public would be allowed to be part of the committee. They inquired about location of the meetings, and other items related to the presentation.

ACTION: Provide a recommendation to the City Council to:

- a. Eliminate the City's Off-Leash Dog Park Standing Committee established on June 20, 2005 and regulate it's duties to the Public Facilities Commission.
- b. Expand the duties of the Public Facilities Commission, to include all current and future dog parks in the City of West Hollywood.
- c. Authorize the Public Facilities Commission to periodically form an AD Hoc Committee from it's members to address Dog Park Related items for recommendation to the full Commission.

Motion by Commissioner Dolan, seconded by Commissioner Sunnanon and approved unanimously.

8. NEW BUSINESS.

A. Commission Calendar: Meeting and Activity Calendar

SUBJECT: The Public Facilities Commission discussed the proposed cancellation of the October 11, 2017 Commission meeting and the Activity Calendar.

Staff spoke about the October 11, 2017 meeting cancellation. Staff highlighted that there is a Jewish Holiday on that day and would not want to exclude any members of the community. Staff also spoke about the Activity Calendar and the upcoming annual tours. The Commission requested staff check into scheduling the Annual Televised Commission meeting for January 2018.

ACTION: Recommended to cancel the meeting of October 11, 2017. Schedule the Public Facilities Commission bus tour on October 21, 2017 or October 28, 2017 in lieu of the October meeting. Schedule Arbor Day for March 2018 or April 2018.

Motion by Commissioner Rodriguez, seconded by Commissioner Dolan and approved unanimously.

9. PUBLIC COMMENT None.

10. ITEMS FROM STAFF

Facilities and Field Services Manager, Steve Campbell, introduced new staff member, Debbie Gonzalez. He also mentioned the Annual Congress scheduled for October 30, 2017.

11. ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS

Commissioner Torres asked to be dismissed early 7:45 p.m.

Commissioner Sunnanon requested that the previous Public Facilities Commissioners be invited to the rededication of the Werle Building. He also spoke about taking a walk on the eastside of West Hollywood with a community member and visiting the Detroit Community Garden. He expressed concern with the tarp being used to cover the gardening plots. He mentioned he will be hosting a regional conference on Forest Management Plan in Santa Barbara on September 19, 2017. He requested for the Liaison of the Disabilities Advisory Board to be present when the commission revisits the Hart Park lease agreement. He also requested that the names of any speakers and presenters be included on the agenda. He congratulated Commissioner Bowen on his upcoming wedding.

Commissioner Dolan asked if the tarp being used at the Detroit Community Garden is biodegradable. Staff responded that they would assume that it was but not sure since it was installed by Recreation. He also requested an update on the Design District Streetscape Project.

12. ADJOURNMENT – The meeting adjourned at 7:58 p.m. to the next meeting of the Public Facilities Commission at West Hollywood – City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069.



Debbie Gonzalez, Recording Secretary



Manny Rodriguez, Chair