

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
WEDNESDAY, November 8, 2017**

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 Saur, Commissioner Millan, Commissioner Sunnanon, and Commissioner Bowen.

ABSENT: Commissioner Torres.

ALSO PRESENT: Helen Collins, Senior Administrative Analyst, Debbie Gonzalez, Administrative Coordinator, Paul Hertz, Facilities and Landscape Maintenance Superintendent, and Christina Sarkees, Senior Project Management Supervisor.

B. PLEDGE OF ALLEGIANCE: Paul Hertz led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA**

ACTION: Approval of the November 8, 2017 Agenda.

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

3. **APPROVAL OF MINUTES**

ACTION: Approved the Special meeting minutes dated October 28, 2017.

Motion by Commissioner Saur, seconded by Commissioner Bowen and approved unanimously.

4. **PUBLIC COMMENTS**

MICHAEL WOJKIELEWICZ, WEST HOLLYWOOD; spoke about the mailed City Calendar not being mailed to him and the online City Calendar not having proper links to the Public Facility meeting agenda. He pointed out that there was incorrect information on the City website in regard to the cancelled October Public Facilities Commission meeting. Mr. Wojtkielewicz also expressed his concerns regarding being interrupted during his comments.

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 Heritage Tree Program for the City of West Hollywood from staff.

PUBLIC COMMENT: None.

The commissioners asked for clarification on the difference between a Protected Heritage Tree and a Heritage tree. They requested that the plaques outlined in policy be put on the designated trees. They asked how many Protected Heritage Trees are there in the City. They expressed concerns about the requirements to register Protected Heritage Trees on the property deed with County of Los Angeles. They also discussed a concern regarding impact of Protected Trees growing onto adjoining and neighbors trimming them. Commission Millan wanted to make sure the Heritage Tree Program will be in line with the Vision 2050 Strategic Plan.

ACTION: Refer the Heritage Tree Program to the Standing Heritage Committee for review and recommendations to the Commission. At a date yet to be determined, the Heritage Tree Program will return to the Commission for recommendation to the City Council to include the City's Heritage Tree Program as part of the Urban Forest Management Plan, when adopted by the City Council.

Motion by Commissioner Millan, seconded by Commissioner Dolan:

Roll Call Vote:

Commissioner Bowen – Yes

Commissioner Sunnanon – Yes

Commissioner Saur – Yes

Vice Chair Dolan – Yes

Chair Rodriguez - Yes

8. **NEW BUSINESS.**

A. Off Leash Dog Park Interim Signage

SUBJECT: The Public Facilities Commission received a presentation on the West Hollywood Park, Dog Parks Temporary Signage.

PUBLIC COMMENT: None.

The commissioners inquired about the fiscal impact the signs will have. They suggested additional information on the signage such as contact information as well as additional language regarding spay and neutering. In addition, they suggested using a larger font on main topic items. They also suggested removing unnecessary language from the Etiquette sign. They expressed concern with the entrance and the fence being in close proximity to the basketball courts.

ACTION: Recommended to eliminate the first paragraph on the Etiquette sign; Include contact information on signs; Increase font size on main topic items; Consult with City Attorney regarding spayed and neutered dog warning.

Motion by Chair Rodrigues, seconded by Commissioner Dolan. Roll Call Vote:

Commissioner Bowen – Yes

Commissioner Sunnanon – Yes

Commissioner Saur – Yes

Vice Chair Dolan – Yes

Chair Rodriguez - Yes

9. ITEMS FROM STAFF

Senior Administrative Analyst, Helen Collins thanks the commissioners that were in attendance at the October 28th Tour and extended an invite to the members that were not able to make it. Facilities and Landscape Maintenance Superintendent, Paul Hertz informed the commission that tree trimming is currently in a preventative cycle. Senior Project Management Supervisor, Christina Sarkees provided an update on the West Hollywood Park Phase II Construction.

10. ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS

Commissioner spoke about the difficulty of parking when visiting the Werle Building.

Commissioner Millan shared that he will not be present at the next Public Facilities Commission meeting as he will be on sabbatical.

Commissioner Sunnanon reiterated his concern with the location of the dog park entrance and fence being in close proximity with the basketball courts at the West Hollywood Park. He also requested a Tree Trimming schedule from staff. He asked Chair Rodriguez for clarification on the correct process when commissioners request to speak during a meeting.

Commissioner Dolan made staff aware of two trees that are dead trees in the city. He also expressed he was happy that the name Werle was preserved after the renovation of the building.

Chair Rodriguez expressed concern about the incident with public speaker that occurred in the beginning of the meeting. He requested that there be a security present during Public Facilities Commission meetings.

11. **ADJOURNMENT** – The meeting adjourned at 8:13 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