

**MINUTES  
PUBLIC FACILITIES COMMISSION  
CITY OF WEST HOLLYWOOD  
WEDNESDAY, FEBRUARY 12, 2020  
WEST HOLLYWOOD CITY HALL, 1<sup>ST</sup> FLOOR CONFERENCE ROOM  
8300 SANTA MONICA BLVD  
WEST HOLLYWOOD, CA 90069**

**6:30 P.M. – REGULAR MEETING**

**1. CALL TO ORDER – Chair Block called the meeting to order at 6:30 P.M.**

**A. ROLL CALL**

**PRESENT:** Chair Block, Vice Chair Sunnanon, Commissioner Karliss, Commissioner Stapleton, Commissioner Polachek, Commissioner Isaacs, and Commissioner Torres (arrived at 6:33pm).

**ABSENT:** None.

**ALSO PRESENT:** Helen Collins, Facilities and Field Services Division Manager; Danny Rivas, Code Compliance Manager; Daniel Mick, Code Compliance Supervisor; Erin Hamant, Senior Administrative Analyst; and Debbie Gonzalez, Administrative Coordinator.

**B. PLEDGE OF ALLEGIANCE:** Robert Burke led the pledge of allegiance.

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the February 12, 2020 Agenda.

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

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated January 8, 2020, of the prior Public Facilities Commission meeting.

**Motion by Commissioner Stapleton, seconded by Commissioner Karliss, and approved unanimously with an abstention by Commissioner Polachek.**

**4. PUBLIC COMMENT:**

**NICOLE PAYTON, WEST HOLLYWOOD, presented as a member of the Women's Advisory Board and informed everyone that March is Women's History Month and encouraged everyone to visit the City website to view upcoming events. She also shared that she is the Executive Director of External Relations at the Luskin School of Public Affairs and offered to be a resource to the City on sustainability projects.**

**5. COMMISSIONER COMMENTS:**

**The Commissioners spoke about the success of the Hart Park Improvements community outreach pop-up events.**

Commissioner Karliss complemented the Arts & Cultural Affairs Commission for a wonderful Winters Sounds Concert Series. He spoke about the Rosewood Roundabout located at Rosewood and Westmount and inquired what the plans are for that site.

Commissioner Polachek complemented staff for their hard work on maintaining the Santa Monica Blvd sidewalks clean.

Vice Chair Sunnanon thanked staff for installing the Big Belly trash receptacles with foot pedals.

Chair Block reminded everyone that the Green City Awards program is live and accepting applications.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS – None.

8. NEW BUSINESS

A. PROHIBITION OF SMOKING IN PUBLIC PARKS AND PARKLETS

**SUBJECT:** The Commission will discuss the proposed amendments to the West Hollywood Municipal Code prohibiting smoking in public parks and parklets and consider making a recommendation to City Council to adopt.

Danny Rivas and Daniel Mick introduced the subject and provided a presentation.

Commissioner Isaacs spoke in support of the proposed amendments.

Commissioner Polachek inquired about the cost of the citation. She also asked if there will be signage posted advising the public of the prohibition.

Commissioner Stapleton asked for clarification on where someone could stand and smoke near a park. He recommended having a 25ft buffer around parks and parklets to prevent smoke from drifting in.

Commissioner Karliss expressed concern with smoking occurring at the parklets that are nearby bars and asked if the parklet permittee's will be held liable if the smoking does not stop.

Commissioner Torres recommended doing a campaign about the prohibition to help disseminate information to the public. She spoke in favor of having signage advising the public of the prohibition of smoking.

Vice Chair Sunnanon inquired about the turnaround time for implementation of the proposed amendments. He asked clarifying questions regarding areas near the park that would be permissible to smoke.

Chair Block inquired about the methods of enforcement. He recommended including the Code Compliance contact information on the signage. Block made a recommendation to develop a plan for smokers to have a place to dispose of their cigarette butts.

**ACTION:** Provide commissioner comments to City Council as stated this evening to include considering placement of ashtrays for cigarette butt disposal.

**Motion by Chair Block and Seconded by Commissioner Polachek.**

**Roll Call Vote:**

**Commissioner Karliss – Yes  
Commissioner Stapleton – Yes  
Commissioner Polachek – Yes  
Commissioner Isaacs – Yes  
Commissioner Torres – Yes  
Vice Chair Sunnanon – Yes  
Chair Block – Yes**

**B. COMMISSION APPOINTMENT TO THE CLIMATE ACTION & ADAPTATION PLAN (CAAP) WORKING GROUP**

**SUBJECT:** The City seeks two representatives from all City Advisory Boards and Commissions to provide feedback and participate in the CAAP Update.

**ACTION:** Elected Commissioner Torres to serve on the CAAP Working Group as the primary member and Vice Chair Sunnanon as the alternate member.

**C. 2020 ARBOR DAY CELEBRATION**

**SUBJECT:** The Commission will consider approving the schedule and program for the 2020 Arbor Day Celebration.

Helen Collins introduced the subject and provided a brief summary of the program.

The commission agreed to having Commissioner Torres present the award to the Women's History Month honoree.

Commissioner Torres suggested giving away small trees and educational material on trees.

Commissioner Stapleton suggested giving away drought resistant plants.

**ACTION:** Accept the proposed schedule and program for the 2020 Arbor Day Celebration to include giveaways of tree samplings and plant materials.

**Motion by Chair Block and Seconded by Commissioner Stapleton.**

**Roll Call Vote:**

**Commissioner Karliss – Yes  
Commissioner Stapleton – Yes  
Commissioner Polachek – Yes  
Commissioner Isaacs – Yes  
Commissioner Torres – Yes  
Vice Chair Sunnanon – Yes  
Chair Block – Yes**

**9. UNFINISHED BUSINESS**

**A. GREEN CITY AWARDS GRAPHIC DESIGN OPTION SELECTION**

**SUBJECT:** The Commission will consider three graphic design/logo concepts and select one preferred option for the Green City Awards Program.

The Commission had discussion and provided feedback.

**ACTION: Accept Concept 1 lower right design with the color scheme of Concept 1 upper right design.**

**Motion by Commissioner Stapleton and Seconded by Commissioners Polachek.**

**Roll Call Vote:**

**Commissioner Karliss – No**

**Commissioner Stapleton – Yes**

**Commissioner Polachek – Yes**

**Commissioner Isaacs – Yes**

**Commissioner Torres – Yes**

**Vice Chair Sunnanon – Yes**

**Chair Block – Abstain**

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

**11. PUBLIC COMMENTS – None.**

**12. ITEMS FROM STAFF**

Helen Collins informed the Commission that there is a Heritage Tree nomination and that the Committee will be scheduled to meet soon. She provided an update on the Hart Park Improvements pop-up events.

**13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS**

Commissioner Torres shared about a press conference meeting she attended regarding the City of Los Angeles Green New Deal. She invited everyone to attend the Vagina Monologues to take place at Council Chambers.

Commissioner Stapleton provided an update on the Census 2020 Complete Count Committee meeting.

Vice Chair Sunnanon requested to receive park closure notices prior to the closures.

Chair Block thanked staff for the hard work on the development of the Green City Awards. He provided an update of the Hart Park Improvements pop-up events.

**14. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 7:59 P.M. to its next regular meeting on Wednesday, March 11, 2020 at 6:30 P.M. at West Hollywood City Hall, 1st Floor Conference Room, 8300 Santa Monica Blvd., West Hollywood, CA 90069.

  
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Debbie Gonzalez, Recording Secretary

  
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Larry Block, Chair