

**MINUTES  
PUBLIC FACILITIES COMMISSION  
CITY OF WEST HOLLYWOOD  
WEDNESDAY, JANUARY 8, 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; and Commissioner Torres; and Commissioner Isaacs.

**ABSENT:** Commissioner Polachek.

**ALSO PRESENT:** Helen Collins, Facilities and Field Services Division Manager; Robyn Eason, Senior Sustainability Planner; Erin Hamant, Senior Administrative Analyst; and Debbie Gonzalez, Administrative Coordinator.

**B. PLEDGE OF ALLEGIANCE:** Stephanie Harker and Cathy Blavis led the pledge of allegiance.

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the January 8, 2020 Agenda.

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

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated December 11, 2019, of the prior Public Facilities Commission meeting.

**Motion by Commissioner Isaacs, seconded by Commissioner Karliss, and approved unanimously.**

**4. PUBLIC COMMENT:**

**STEPHANIE HARKER, WEST HOLLYWOOD,** spoke about the Plummer Park improvements and requested an update. She inquired if the Automated Parking Garage would become accessible for all vehicle sizes and vehicles with handicap equipment.

**CATHY BLAVIS, WEST HOLLYWOOD,** wished everyone a happy new year and thanked the Commission and staff for the work that they do.

5. COMMISSIONER COMMENTS:

The Commissioners wished everyone a happy new year.

Commissioner Karliss spoke about the Design District Streetscape update that was provided at the December Commission meeting and encouraged the City to consider including water features in the public gathering spaces.

Vice Chair Sunnanon requested an update on the new design and layout of the Plummer Park restrooms and asked if it has been effective in mitigating the cleanliness and safety concerns. Staff stated that the increase in security and the new improvements to the restrooms has been effective.

Chair Block shared about attending a Braille Institute meeting. He talked about their elevator audio and how it assists with the visually impaired. He encouraged the City to explore ways to enhance our elevator audio to assist with the visually impaired. He went on to share a constituent concern about insufficient lighting in the parks. He requested to agendaize an item to discuss accessibility in the City's public facilities.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS - None.

8. NEW BUSINESS

A. WEST HOLLYWOOD GREEN BUILDING PROGRAM UPDATE

**SUBJECT:** The Public Facilities Commission received a presentation on the status of the updated West Hollywood Green Building Program by the Long-Range Planning Division.

Robyn Eason introduced the subject and provided a presentation.

**PUBLIC COMMENT:**

STEPHANIE HARKER, WEST HOLLYWOOD, shared that she would like to see the City set more sustainable requirements on developers.

Commission Karliss asked if there are incentives for the projects that go above the mandatory provisions. Eason stated that there are no incentives.

Commissioner Torres asked for examples of high-performance green buildings in the City and asked if the requirements are for new projects only. Staff stated that the requirements are for new construction and major remodels.

Vice Chair Sunnanon inquired if the City did any data analysis. He asked if meeting or exceeding the State requirements could become a cost burden.

Chair Block inquired about the removal of the incentive programs. Block inquired about the City's current lighting standards.

**ACTION:** Receive and file.

**B. PET MEMORIAL**

**SUBJECT:** The Commission received direction from the City Council to partner with staff to evaluate community interest in establishing a memorial at one of the City's dog parks in honor of community members' pets who have passed away and present the findings of the evaluation, including a report on the community interest, feasibility, potential design options, and costs for the project, and the Commission's recommendations to City Council for consideration.

The Commission spoke in favor of forming an Ad Hoc Committee. They discussed possible memorials.

Commissioner Torres asked about the budget for the project.

Commissioner Stapleton suggested donating proceeds to an animal shelter.

**ACTION:** Appoint Commissioner Polachek, Commissioner Karliss, and Chair Block to serve on the Pet Memorial Ad Hoc Committee and work with staff in developing and implementing an outreach strategy to evaluate community interest in establishing a memorial and present the findings of the evaluation, including a report on the community interest, feasibility, potential design options, and costs for the project.

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

**Roll Call Vote:**

**Commissioner Karliss - Yes  
Commissioner Stapleton - Yes  
Commissioner Isaacs - Yes  
Commissioner Torres - Yes  
Vice Chair Sunnanon - Yes  
Chair Block - Yes**

**C. ANNUAL CALENDAR**

**SUBJECT:** The Commission reviewed its schedule of regular meetings in the Annual Calendar and considered various recommendations by staff to amend dates.

The Commission had discussion and provided feedback.

**ACTION:** Adopt the recommendations of staff with the scheduling of the Public Facilities Annual Tour in the month of November.

**Motion by Commissioner Stapleton and Seconded by Commissioner Karliss.**

**Roll Call Vote:**

**Commissioner Karliss - Yes  
Commissioner Stapleton - Yes  
Commissioner Isaacs - Yes  
Commissioner Torres - Yes  
Vice Chair Sunnanon - Yes  
Chair Block - Yes**

**9. UNFINISHED BUSINESS**

**A. GRAPHIC DESIGN UPDATE FOR THE GREEN CITY AWARDS**

**SUBJECT:** The Commission considered moving forward with the solicitation for Green City Award nominations and promotion of the program without a graphic; allow staff to bring the proposed graphic designs for selection to its February 2020 meeting for inclusion on the actual award; and consider expanding use of the approved graphic for all "green" related items developed and distributed by the Facilities and Field Services Division.

Commissioner Stapleton asked staff to ensure that the logo is not trademarked. Chair Block provided suggestions on the logo design.

Vice Chair suggested using recycled material for the actual award.

**ACTION:** Accept staff recommendations as provided.

**Motion by Commissioner Isaacs and Seconded by Commissioners Torres.**

**Roll Call Vote:**

**Commissioner Karliss – Yes**

**Commissioner Stapleton – Yes**

**Commissioner Isaacs – Yes**

**Commissioner Torres – Yes**

**Vice Chair Sunnanon – Yes**

**Chair Block – Yes**

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

**11. PUBLIC COMMENTS – None.**

**12. ITEMS FROM STAFF**

Helen Collins reported on the increase of graffiti throughout the City and informed the Commission that the City's contractor is working diligently on getting it removed. Collins provided an update on the AV upgrades in the City Council Chambers that are scheduled for March. She provided an update on the City Hall elevator modernization that is currently taking place.

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

Commissioner Torres asked if the Commission will be collaborating with the Women's Advisory Board (WAB) to include Women's History Month as part of the Arbor Day Program. Collins informed the Commission that staff is currently working with representatives of WAB.

Vice Chair Sunnanon encouraged the Commission to assist in getting the word out about the Green City Awards.

Chair Block shared about the upcoming Hart Park Improvements outreach events.

**14. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:12 P.M. to its next regular meeting on Wednesday, February 12, 2020 at 6:30 P.M. at West Hollywood City Hall, 1st Floor Conference Room, 8300 Santa Monica Blvd., West Hollywood, CA 90069.



Debbie Gonzalez, Recording Secretary



Larry Block, Chair