

**MINUTES
CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION**

**WEDNESDAY, FEBRUARY 9, 2022
TELECONFERENCE**

6:30 P.M. – REGULAR MEETING

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

A. ROLL CALL

PRESENT: Commissioner Isaacs; Commissioner Karliss; Commissioner Larry; Commissioner Solomon; Commissioner Torres; Vice Chair Mason; and Chair Polachek.

ABSENT: None.

ALSO PRESENT: Helen Collins, Facilities and Field Services Division Manager; Erin Hamant, Senior Administrative Analyst; Stephanie Martinez, Recreation Services Division Manager; Steve Campbell, Facilities and Recreation Services Department Director.

B. PLEDGE OF ALLEGIANCE – Led by Commissioner Torres.

2. **APPROVAL OF AGENDA**

ACTION: Approve the February 9, 2022 Agenda.

Motion by Solomon, seconded by Mason, and approved unanimously.

3. **APPROVAL OF MINUTES**

ACTION: Approve the minutes of the prior Public Facilities Commission meeting dated January 12, 2022.

Commissioner Isaacs asked staff to amend their Commissioner Comments.

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

4. **PUBLIC COMMENTS**

Stephanie Harker, WEST HOLLYWOOD, is looking forward to the discussions about improvements at Plummer Park.

5. **COMMISSIONER COMMENTS**

Commissioner Isaacs shared they look forward to tonight's meeting.

Commissioner Karliss asked for a status update on traffic circle plantings, and shared concerns about off-leash dogs, signage, and periodic visits by Code Enforcement at West Hollywood Park.

Commissioner Larry wished everyone a Happy Black History Month and shared that, as an African American Commissioner, they are grateful to be on the Public Facilities Commission and for the strides made in history no matter our backgrounds.

Commissioner Solomon shared information on how to register and join an upcoming pickleball clinic at Plummer Park.

Commissioner Torres wished everyone a Happy Black History Month, applauded Commissioner Solomon's enthusiasm for pickleball, and expressed appreciativeness for Commissioner Larry's contributions to the Commission.

Vice Chair Mason wished everyone a Happy Black History Month, shared information about an event in celebration of Black History Month, shared concerns for off-leash dogs at West Hollywood Park, and shared information about an upcoming community update meeting on the West Hollywood Homelessness Initiative.

Chair Polachek wished everyone a Happy Black History Month, expressed pride for living in a city that celebrates diversity, and expressed appreciativeness as well for Commissioner Larry. Additionally, they informed the Commission of Council's recent action regarding the naming request item which has changed and will return back to the Commission as a request to rename a room in the West Hollywood Library in honor of Supreme Court Justice Ruth Bader Ginsburg.

6. CONSENT CALENDAR – None.

7. PUBLIC HEARINGS – None.

8. NEW BUSINESS

A. **PLUMMER PARK COMMUNITY CENTER IMPROVEMENTS & SECURITY UPGRADES**

SUBJECT: The Commission will receive a presentation and provide feedback on the improvements and security upgrades at the Plummer Park Community Center.

Staff provided background and introduced Rick D'Amato, the Consulting Architect, to present the conceptual project designs. Project goals are safety and security improvements at the Plummer Park Community Center in a cost effective and impactful way based on how the space flows and functions. The presentation included the following details:

- **BUILDING-WIDE:** Increase the building's safety and security for staff and the public. All improvements will be ADA compliant. Build from reconfigurations and improvements that previously occurred in the building.
- **INTERIOR:** Create secure zones within the building with their own access/egress. Modify people circulation and hallway widths.

- **INTERIOR:** Minimize structural building impacts.
- **RESTROOMS:** Maintain single use restrooms for wheelchair access.
- **RESTROOMS:** Create safe, gender neutral restrooms at all building locations (internal and external).
 - **INTERIOR RESTROOMS:** Maintain placement of current fixtures and plumbing walls. Use floor to ceiling partitions. Augment lighting and ventilation systems. Add a joint-use sink to the exterior area of the gender neutral restrooms. Add roll up doors which could be used for security to create a secure zone.
- **MAIN LOBBY:** Improvements to overall security. Shift the location of the reception desk.
- **TEEN CENTER:** Create a vestibule to make a more secure entry point.
- **EXTERIOR LOBBY/COURTYARD:** Improve exterior courtyard by evaluating security, outdoor activities, and building access/egress.
- **EXTERIOR SENIOR CENTER/COURTYARD:** Improve area outside of the Senior Center. Develop a path of travel to allow exiting to the sidewalk along Santa Monica Blvd. Separate the area into an active zone (for example, game tables) and passive zone (for example, bench seating and social activities). Plant a large growing shade tree with ring-bench seating and arms. Add LED lighting to the seating elements for ambiance. Design would accommodate any future expansions/changes to the public art area. Retain greenscreen and add a sliding gate to secure the area in the evenings.

PUBLIC COMMENTS:

Chair Polachek asked staff to read into the record the one public comment submitted to staff via email prior to the meeting:

Virginia Gillick, WEST HOLLYWOOD, wrote in favor of the improvements and security upgrades at the Plummer Park Community Center. Prior to the pandemic they attended many Senior Center classes. The Center is a valuable resource for the community and employees need to feel safe on the job.

Stephanie Harker, WEST HOLLYWOOD, explained the location of an area in the building that would be great for tables and chairs. They asked about security features for the building's exterior restrooms and to acknowledge these restrooms are frequently locked closed by users more often than open. They asked if shade/shade sails can be added to the Main Lobby courtyard area. Overall, the concept designs look great, and they are excited for the project.

Tory Berger, WEST HOLLYWOOD, applauded the thought and detail that was added to the conceptual designs. They explained previous concerns related to restroom safety and requested the City to notify the neighbors

in the future when items about Plummer Park come before the Commission.

Cathy Blaivas, WEST HOLLYWOOD, was excited to see these improvements and commended Rick for the thorough presentation and for addressing the needs of the community and staff. Loved the inclusive design elements and outdoor furniture ideas and bench arms. Would like to ensure skateboards can be kept off the furniture. Shared that the Russian community would prefer game tables with more than four seats. Concerns for fully enclosed restrooms. Shared a preference for shade.

Yola Dore, WEST HOLLYWOOD, shared concerns for the restroom designs and wanted to point out that the disabled community (walkers, wheelchairs, and other such challenges) have been subject to long wait times to use the single stall restrooms because sometimes a person or a group of people will lock themselves inside the ADA compliant restrooms for a long time.

Chair Polachek thanked members of the public for providing their comments. Next, the Commissioners provided their feedback and asked questions.

Commissioner Torres asked if urinals are included in gender neutral restrooms. Rick answered: urinals are not included. Will the team consider carbon impacts on material selections? Rick answered: This is too early in the design phase for material selection. LPA specializes in environmental design and these considerations will be incorporated in the future. Is Fiesta Hall included in this scope of work? Staff answered: No, that is a different project with a different scope of work and overseen by a different Division, the Urban Design and Architecture Studio.

Commissioner Solomon liked the ideas and concepts shared in the presentation but shared concerns that the project does not include improvements to the other exterior restrooms in the park. Also, asked if the project uses the City's allocated redevelopment funds. Staff answered: No, this project is a stand-alone project that uses State Per Capita funds. The Center's interior restrooms have been closed to the public since the building has been closed to the public due to COVID-19.

Commissioner Larry liked the designs presented including the overall aesthetics and functionality.

Commissioner Karliss liked the designs presented and appreciated the public comments.

Commissioner Isaacs applauded Rick for a great presentation, asked about active and passive zones, and shared they are in favor of adding shade sails. Rick answered: Based on the path of travel (and busy foot traffic and louder), it is a way to coordinate the courtyard area and does not refer to placing physical barriers or more formal separations into the space.

Vice Chair Mason shared their eagerness for the upcoming Plummer Park

Feasibility Plan and recognized that project is unrelated to this Plummer Park project. They support the designs presented, especially the LED lights in the seating areas, and asked for a description of current layout conditions of the Center. Staff described the current layout. Staff explained how the gender neutral upgrades in the restrooms were triggered by the other improvements that will take place within the building, and the gender neutral restrooms are a result of a City requirement.

Chair Polachek asked if the exterior restroom doors would remain three-quarters length and the interior restrooms as floor to ceiling, and shared concerns for people locking themselves inside of the restrooms and remaining for long periods of time. Another concern shared relates to bathroom cleaning if the urinals are removed because aiming into a toilet is different than aiming into a urinal. They liked the relocation of the reception desk in the Main Lobby. They cautioned to be cautious of not placing plants directly in front of the secure gate/fencing. They inquired how the main doors function specifically the security features. Rick explained various parts of the design to answer the questions.

Commissioner Solomon made a request for the two restrooms outside of the Tennis Pro Shop to receive the same proposed improvements as the Center's exterior restrooms. Staff asked Commissioner Solomon to bring this recommendation to the Budget Standing Subcommittee.

Chair Polachek thanked the Commissioners for their feedback and asked staff what the next steps are for this project. Staff shared the next steps will be for the Architect to update the project design based on the input received this evening and they will return in the future for final input by the Commission prior to completing the project design and commencing the construction work. Additionally, this project received grant funds from the State and so at this next Commission meeting staff will broadly advertise and encourage the public to attend and provide input as well.

Chair Polachek requested staff to use a radius map for preparing notices for the park neighbors prior to this future meeting. Staff confirmed they will do this as well as other meeting advertisement methods to encourage broad public input is received and considered for the project.

Chair Polachek thanked Rick for the presentation and shared appreciation by the Commission for providing them the opportunity to weigh in and look forward to having another chance to provide feedback and review the project with these refinements at a future meeting.

ACTION: Receive and provide feedback.

B. LOOK AHEAD CALENDAR FOR AGENDA PREP

SUBJECT: The Commission will receive the look ahead calendar staff uses to prepare the meeting agendas.

Staff provided background on how the look ahead calendar is used to track and coordinate the Commission's monthly agenda items. Items

included on the meeting agendas should fall within the Commission's purview which is defined by Ordinance/Bylaws. Three mechanisms can add items to the Commission's meeting agendas: by staff, by Council Directive, and by the Commission (with the requirement for majority consensus and/or approved Work Plan). The look ahead calendar is a living document that gets continually updated.

Staff will be coordinating meetings soon with the Budget Standing Subcommittee and the West Hollywood Greening Standing Subcommittee in advance of the Commission's March meeting.

Commissioner Solomon thanked staff for sharing the look ahead calendar and asked about items marked to be determined (TBD) and stated their preference to prioritize purview review, website review, and the Plummer Park Feasibility Study.

Staff informed the Commission that many of the TBD items are marked as TBD because other City Departments/City Divisions are leading and so those dates are subject to the availability and readiness of those other City Departments/City Divisions.

Commissioner Torres asked staff about the parkway beautification project. Staff confirmed this item should be added to the look ahead calendar and provided a status update.

Vice Chair Mason is looking forward to the park items and asked about the Subcommittee Assignments. Staff reviewed the Election Process and how the Subcommittee Assignments are related to the Commission's elections and not related to the City Council's elections.

Chair Polachek thanked staff for sharing the look ahead calendar and asked the Commissioners to be aware that items cannot all be additive, and that priorities and items do shift. Chair Polachek agreed with Commissioner Solomon on the need to review and update the Commission's purview, and it the effort should be accomplished holistically which means it will most likely be led by the City Clerk's Office rather than the Commission.

ACTION: Receive and file.

9. UNFINISHED BUSINESS

A. ANNUAL REVIEW OF THE GREEN CITY AWARDS PROGRAM

SUBJECT: The Commission will conduct its annual review of the Green City Awards Program.

Chair Polachek and staff provided background on the item. The City launched the Green City Awards Program (GCA) to recognize projects and practices that demonstrate excellence in environmental sustainability. The program has concluded two cycles. In addition to the GCA Rules & Procedures, which states the Commission will conduct an annual review and make any updates it deems necessary to the Program,

the City Council has requested the Commission to provide a recommendation regarding continuation of the Program.

Commissioner Isaacs shared their support and feel it is a great Program. The only downside is lack of participation which could be due to COVID-19 and asked if the Commission thinks it could do other things to make it more successful.

Commissioner Karliss was surprised the Program received less nominees in year two than in year one because green projects are occurring in the city and haven't diminished. Perhaps more marketing or an Ad Hoc Committee could be formed. The \$2,000 budget is reasonable and the City should be proud of the Program.

Commissioner Larry suggested another Program year could be warranted to assess its success and if it is still not performing well then it could be time to move on to something else.

Commissioner Solomon shared less optimism and does not think the Commission should lead the Program. The Commission has a full plate with upcoming items they are more interested in working on. Commissioner Solomon recognized staff's work to-date and believes in the purpose of the Program and would support the Commission to identify a steward who could help the Program grow somewhere else.

Commissioner Torres had mixed feelings on the Program agreeing with various points made by fellow Commissioners previously. They like the idea to partner with other groups on the Program so the Commission can focus on its other upcoming items.

Vice Chair Mason recognized the continuous time and effort by both staff and the Commission on the Program with relatively low impact and turnout. Agrees the Program's purpose is important and there may be other groups in the community better suited to leading it in the future. Perhaps the Commission can provide a grant or other support to a group to take over leading the Program. Also, shared preference for the Commission to focus on its other upcoming items.

Chair Polachek expressed an overarching need to grow the sustainability project pipeline. Staff or the City are not able to achieve this on their own and the item is perhaps misplaced in the Commission's Work Plan. Partnerships such as a public-private partnership could be a great opportunity for the Program's future success. Chair Polachek supports putting the Program on pause and rethinking how the Program could be achieved in another way.

Staff concurred a sustainability project pipeline is an essential missing piece in the Program. The City could reach out to the Business Improvement Districts, the Chamber of Commerce, Visit West Hollywood, and others to share the legacy of the Program and the Commission's vision for it in the future. Staff will update the GCA Program website, so its purpose and past efforts do not disappear.

ACTION: While the Commission is supportive of awarding businesses that are good examples and stewards of sustainability, this Commission cannot be the lead at this point and we would be willing to work with other groups including BIDS, Chamber of Commerce, etc. to begin educating and building a pipeline of projects and once those are in place there would be an opportunity to reinstate the program at that time to honor those who are good examples of sustainability, green business practices, and environmental stewardship.

Motion by Polachek, seconded by Karliss, and approved unanimously.

Roll Call Vote:

Commissioner Isaacs - Y

Commissioner Karliss - Y

Commissioner Larry - Y

Commissioner Solomon - Y

Commissioner Torres - Y

Vice Chair Mason - Y

Chair Polachek - Y

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

11. **PUBLIC COMMENTS**

Stephanie Harker, WEST HOLLYWOOD, informed the Commission that a theatrical lighting company relocated and recently vacated a building that sits adjacent to Plummer Park. It could be a great property for the City to acquire and it could extend the park and greenspace on the eastside of town.

12. **ITEMS FROM STAFF**

Staff shared early thoughts on the annual tree planting and to expect the item coming to the Commission in March. The Detroit St. Community Garden will open in March and staff is planning a short, educational presentation on monarch butterflies, milkweed and nectar to take place at the event. Staff will look into what improvements make sense for the exterior restrooms at Plummer Park. Staff also shared an update on the West Hollywood Park, the programmatic areas at the Aquatic and Recreation Center, and upcoming closures due to events.

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

Commissioner Karliss commended Chair Polachek on leading the Commission this evening. There was an increase last year in the monarch butterfly population that overwinter in California from 2,000 to 247,000 which is good news.

Commissioner Solomon thanked Chair Polachek for guiding the discussion this evening and thanked fellow Commissioners and staff for a great meeting.

Commissioner Isaacs thanked Chair Polachek as well for expert guidance this evening and shared information about a new mural in the 5-Story Parking Structure in honor of Black History Month.

Commissioner Larry thanked everyone for a productive meeting and wished

everyone a good rest of the month.

Commissioner Torres thanked everyone for their hard work and for their thoughts and inquired about the status of the shade structures at the dog parks in West Hollywood Park. Staff shared this item will be included in the upcoming meeting with the Budget Standing Subcommittee and will be brought to the full Commission at the March meeting as a part of the Commission's budget recommendations.

Vice Chair Mason appreciated Commissioner Isaac's information about the new mural and concurred with them about how the city needs more diversity and to make it more apparent. Vice Chair Mason asked about the resurfacing of the basketball courts at West Hollywood Park. Staff answered the work is in-progress and will be completed by the end of the month.

Chair Polachek thanked everyone for a great meeting this month.

14. **ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:49 p.m. to its next regular meeting on Wednesday, March 9, 2022 at 6:30 p.m. via Teleconference.

DocuSigned by:

Erin Hamant

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Erin Hamant, Acting Recording Secretary

DocuSigned by:

Elaine Polachek

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Elaine Polachek, Chair

Plummer Park Revisions
West Hollywood, California

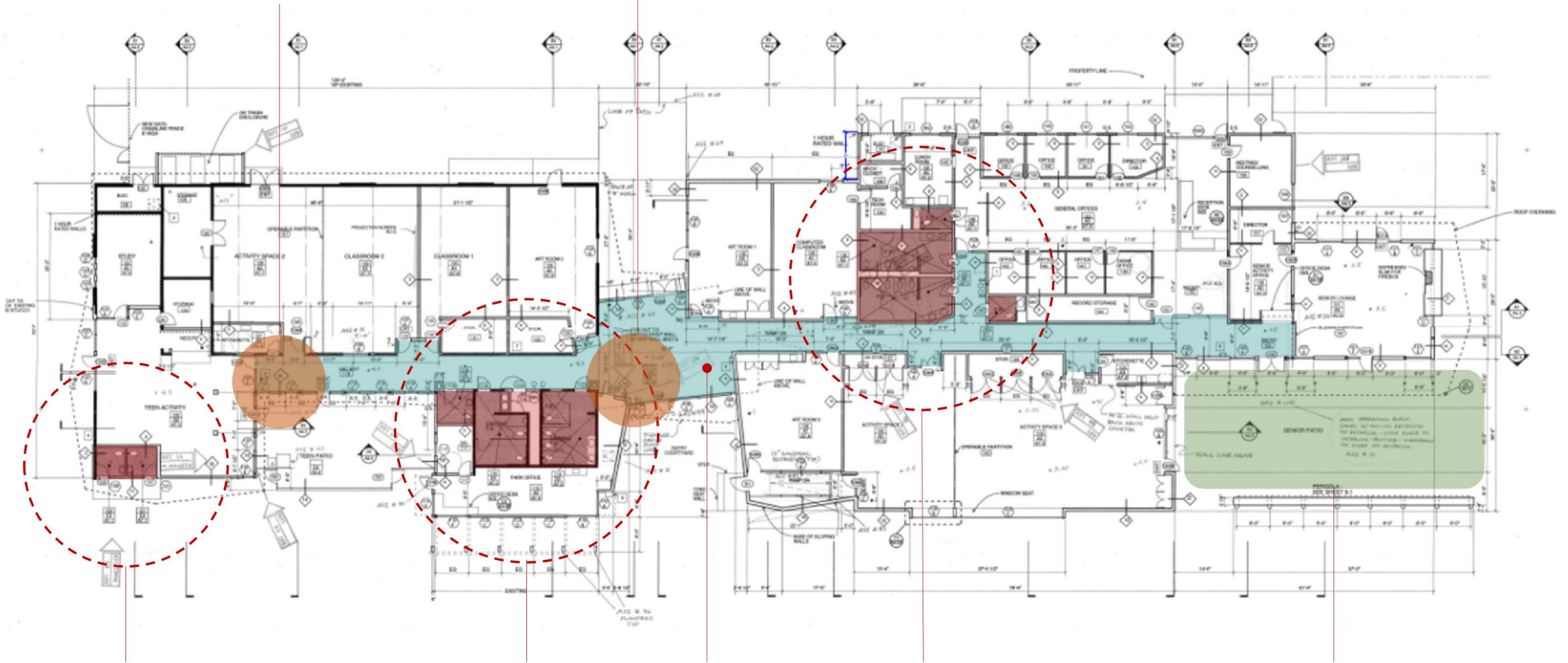


S E P T E M B E R 2 0 2 1

Plummer Park / Existing / Scope

Teen Center Vestibule (Previous Study)

Lobby Remodel (Previous Study)



Restroom Security

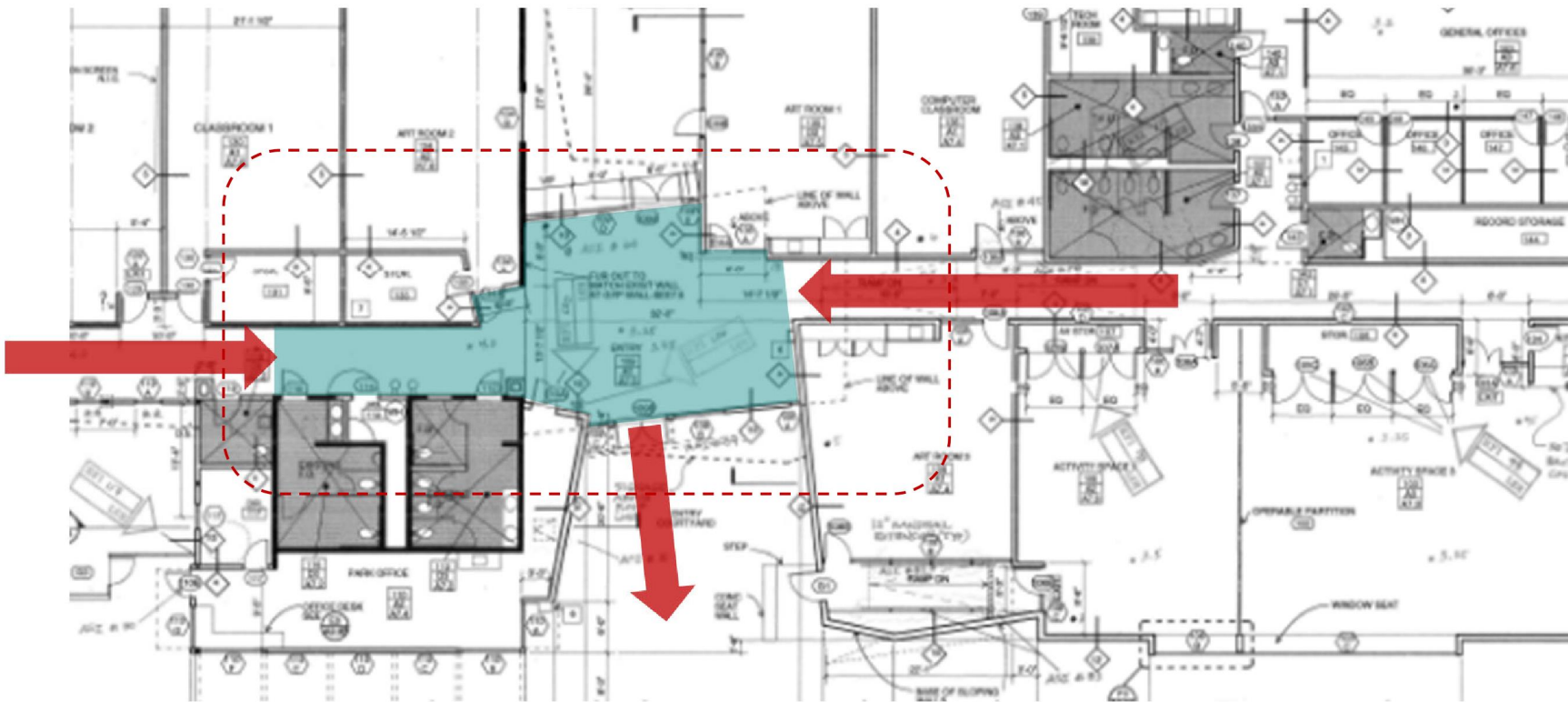
Gender Neutral Restrooms

Security

Gender Neutral Restrooms

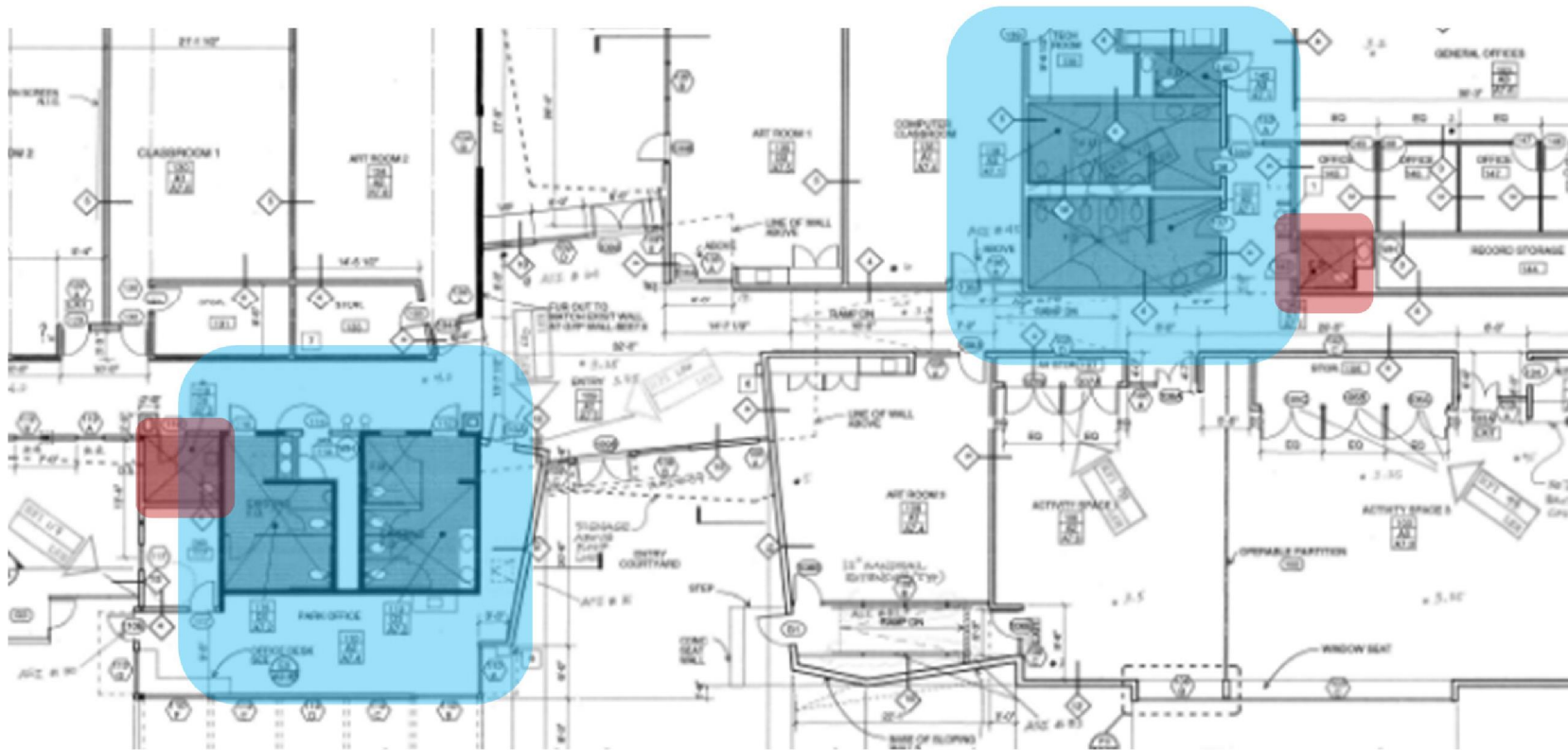
Courtyard Revisions

Plummer Park / Exiting



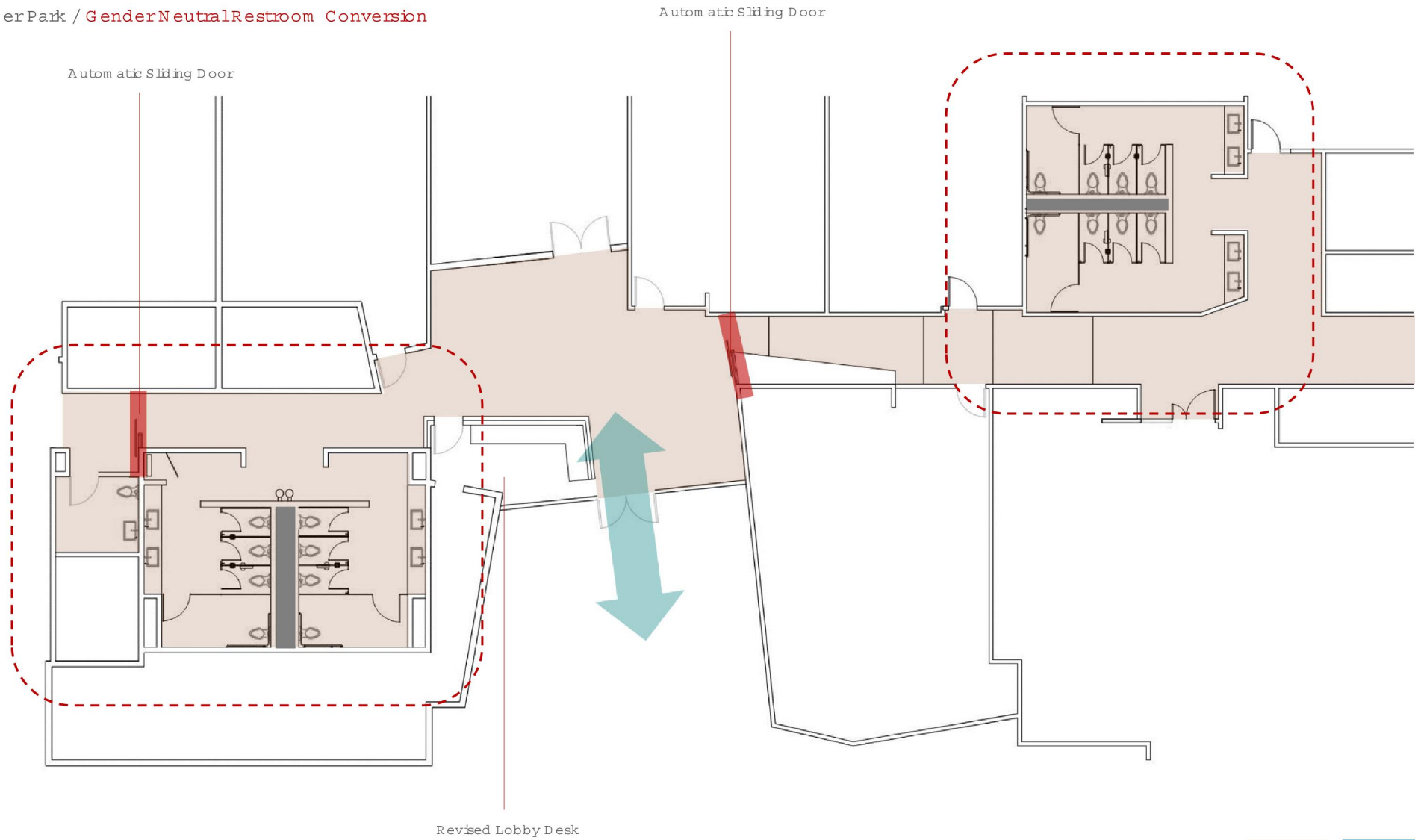
- Maintain existing paths of egress
- Maintain existing lobby design reconfigurations
- Optimize Security and Visibility

Plummer Park / Restroom Reconfiguration

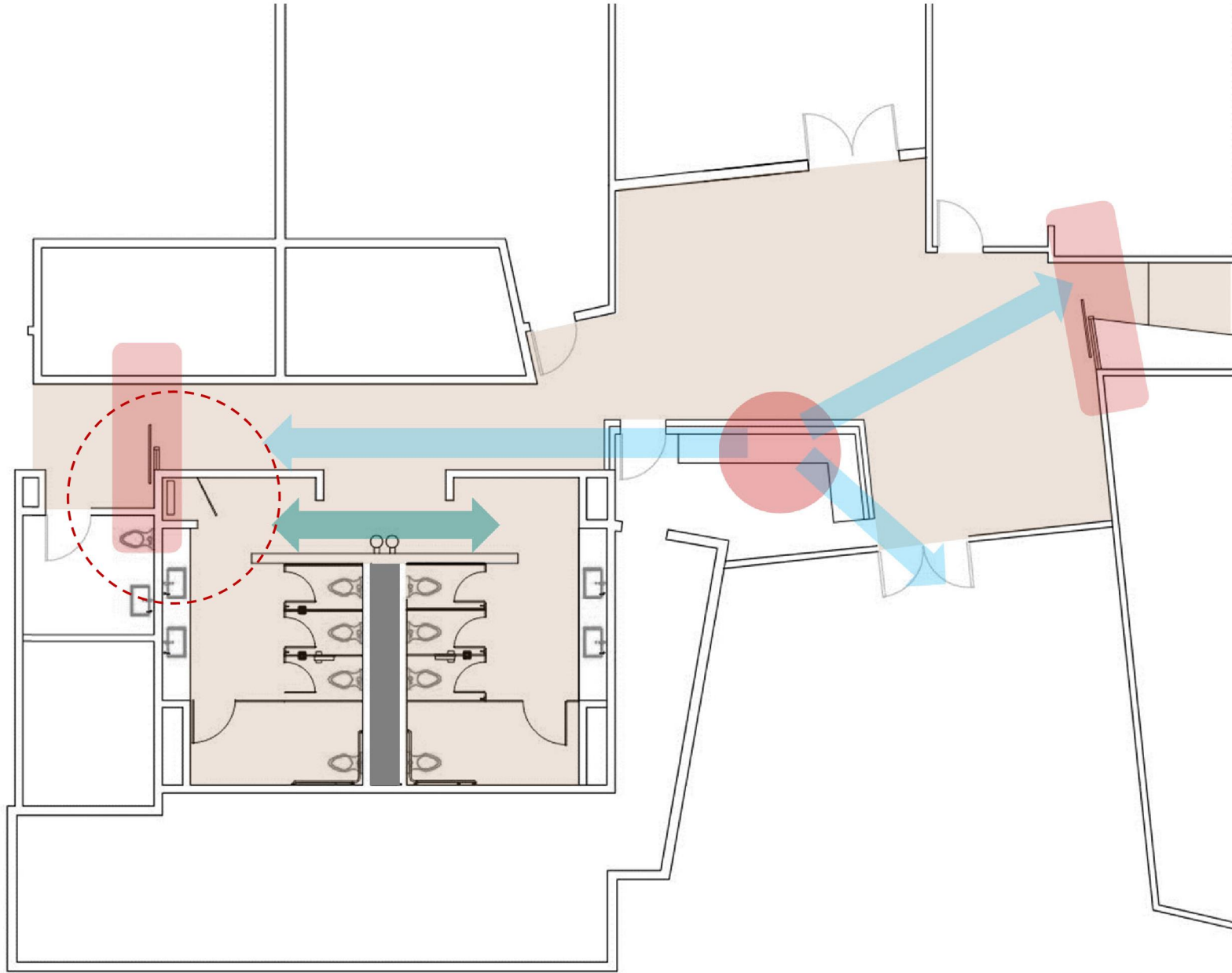


- Maintain existing fixture count and basic fixture locations
- Maintain existing single user restrooms
- Minimize structural impact to space

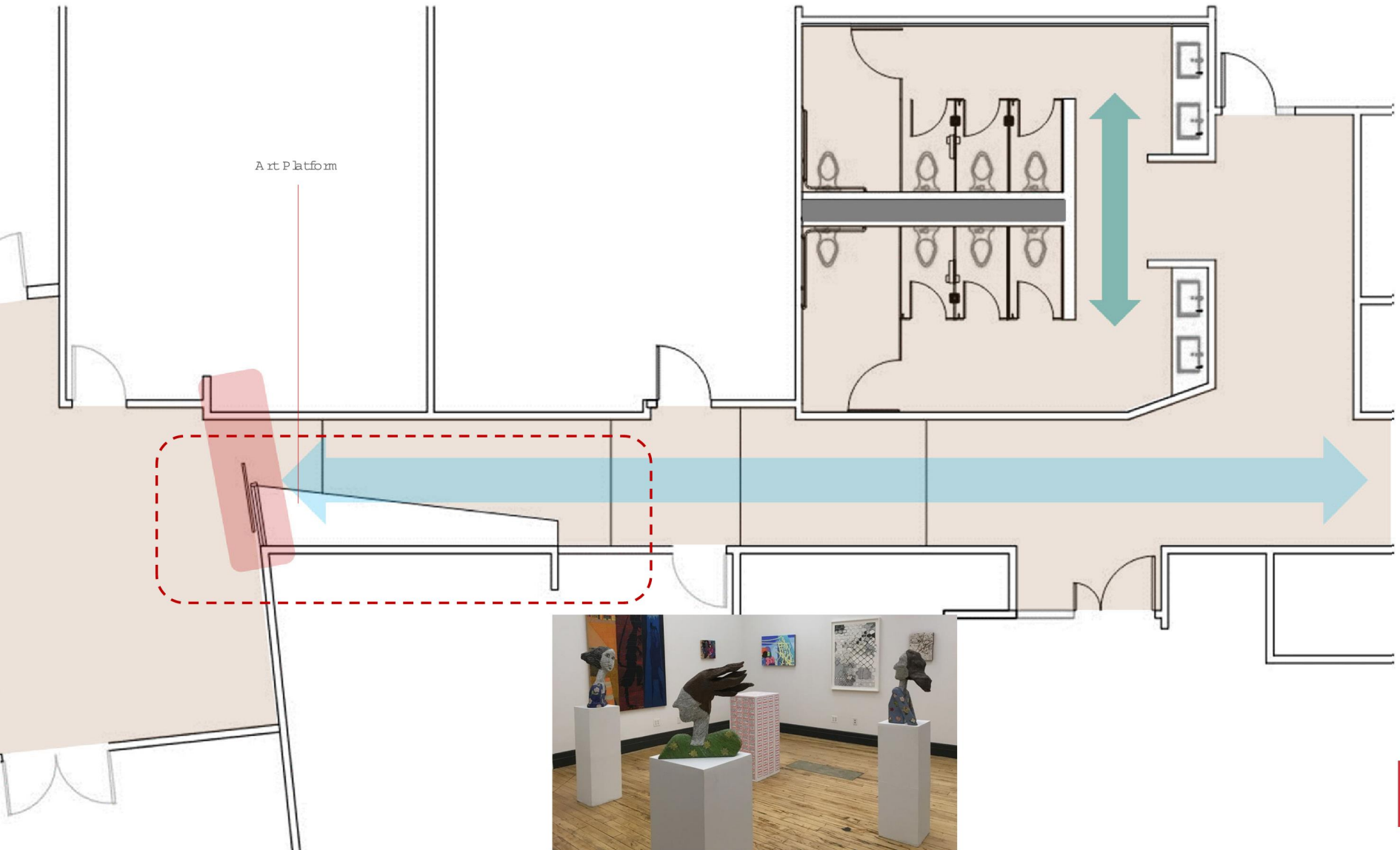
Plummer Park / Gender Neutral Restroom Conversion



Plimmer Park / Lobby Security



Plummer Park / Lobby Security



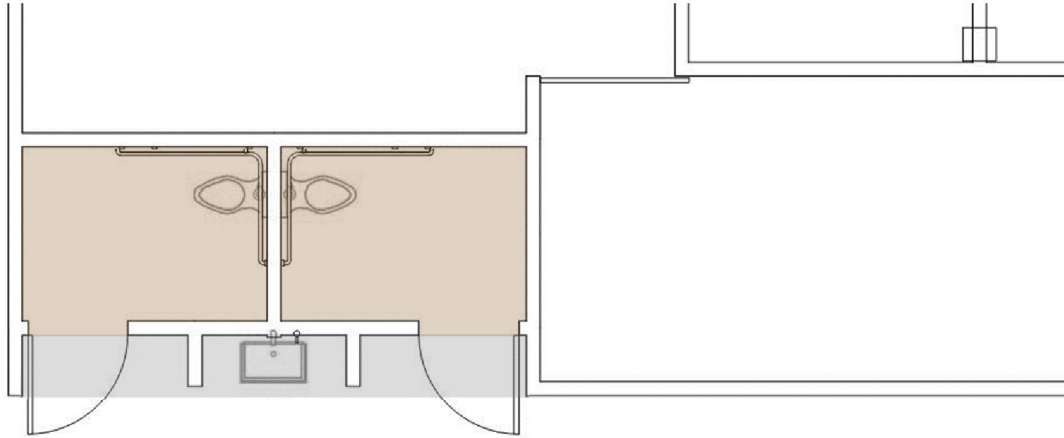
PlimmerPark / GenderNeutralRestroom Conversion



Plummer Park / Gender Neutral Restroom Conversion



Plummer Park / Courtyard Revisions



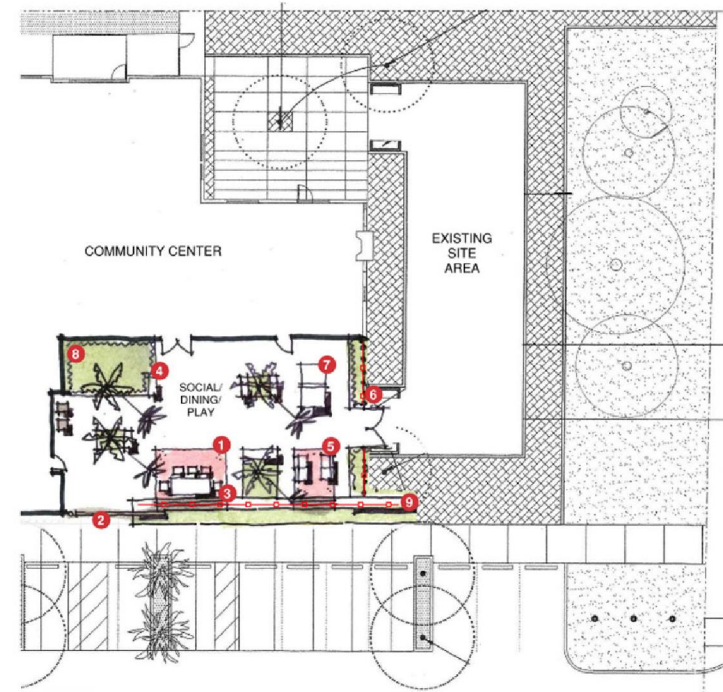
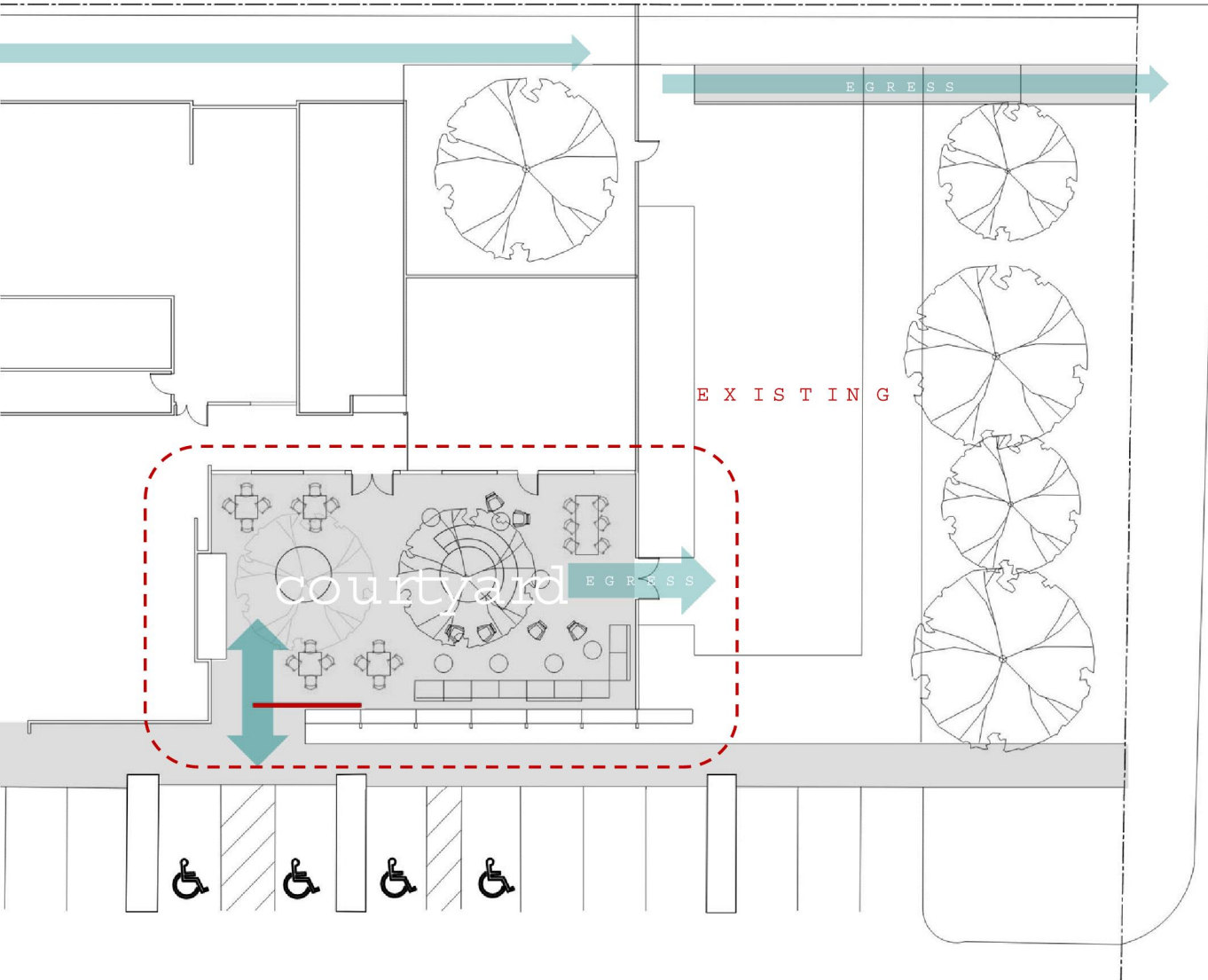
Plan



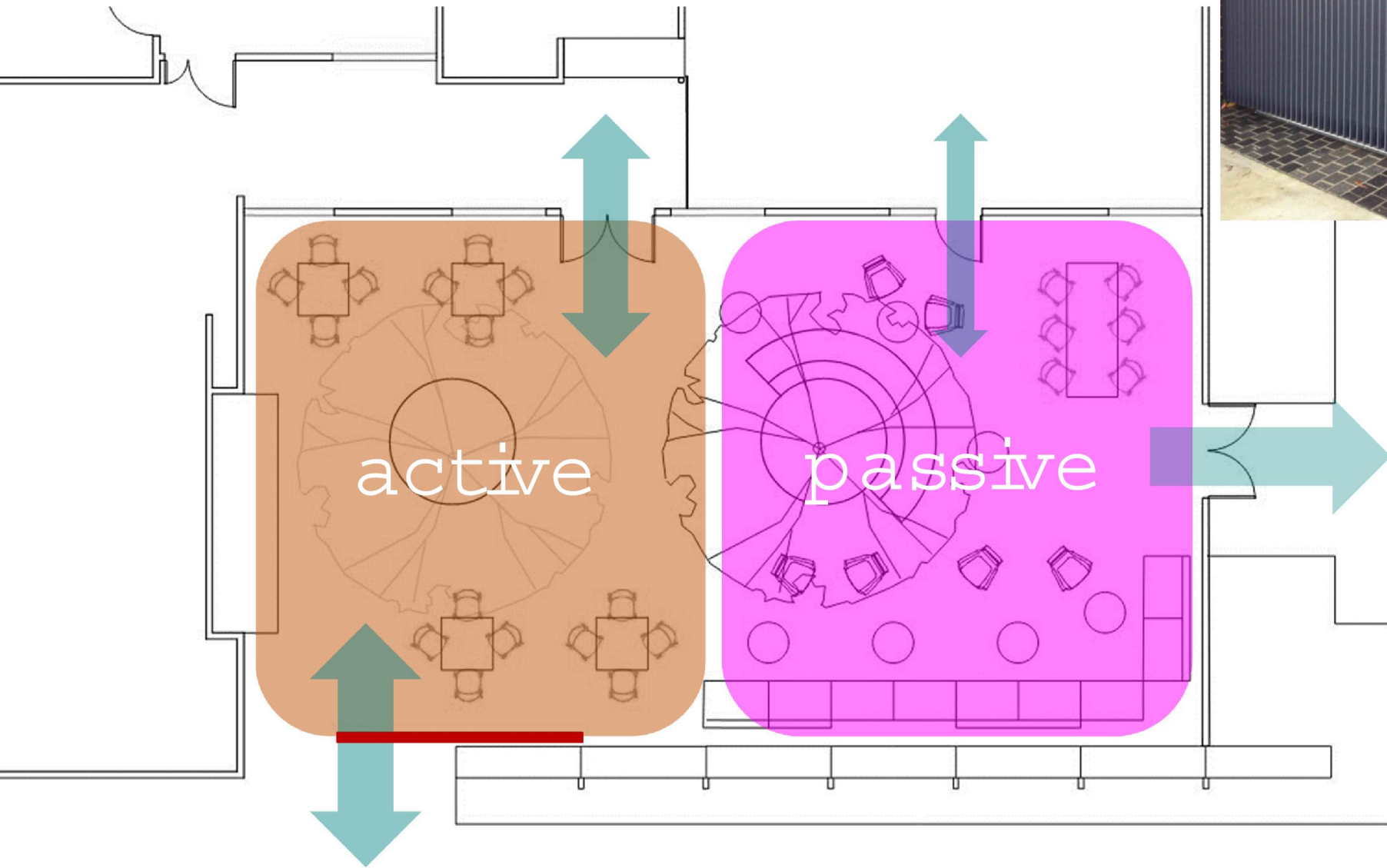
Open

Closed

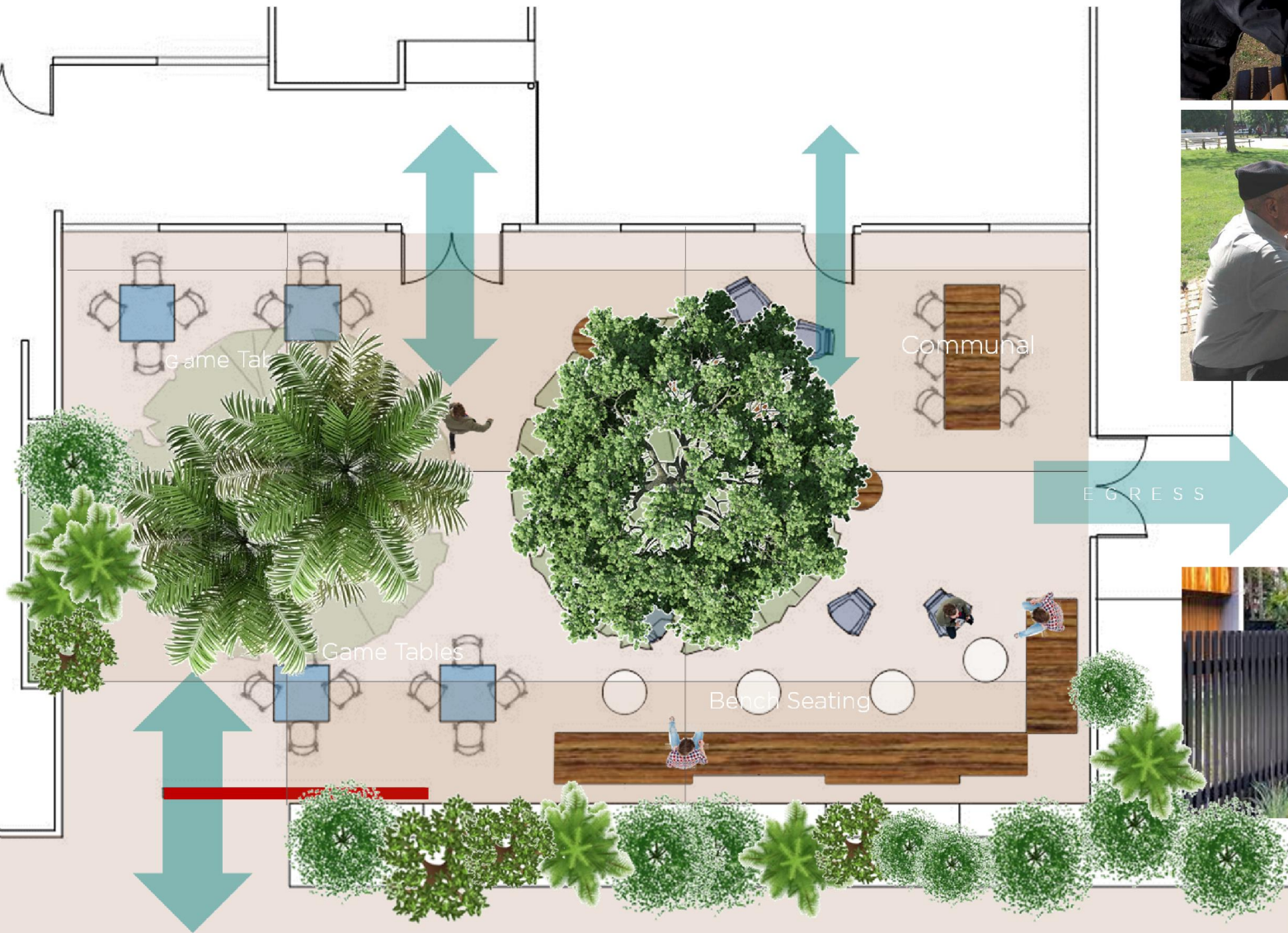
Plummer Park / Courtyard Revisions



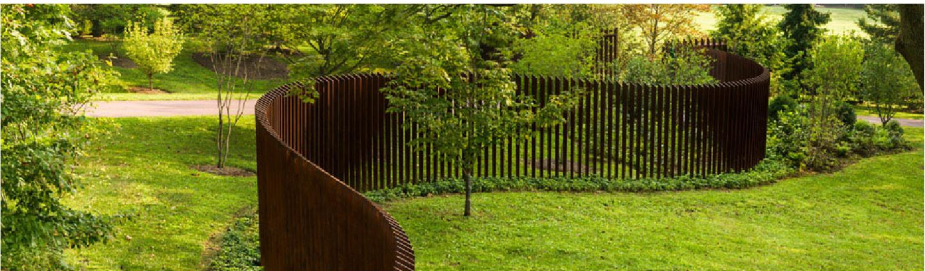
Plummer Park / Courtyard Revisions



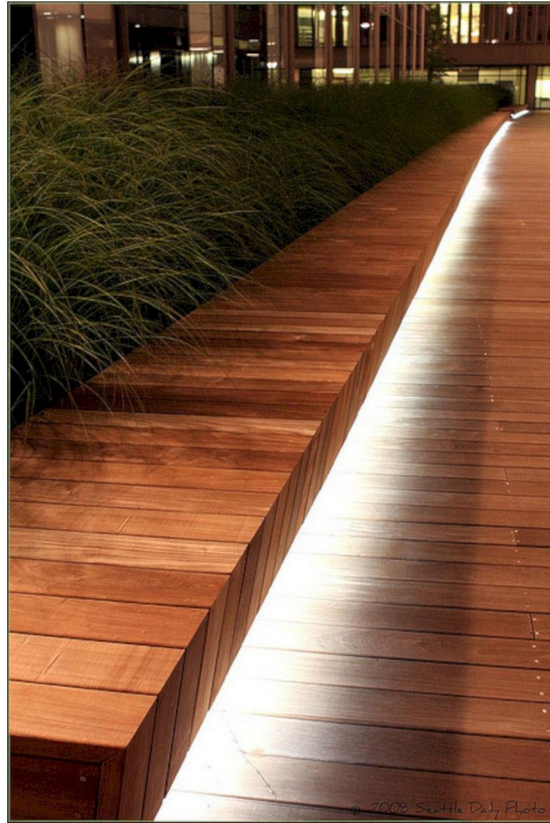
Plummer Park / Courtyard Revisions



Plimmer Park / Courtyard Revisions



Plimmer Park / Courtyard Revisions



Plummer Park / Courtyard Revisions

