

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

**WEDNESDAY, FEBRUARY 8, 2023  
TELECONFERENCE MEETING\***

**6:30 P.M. – REGULAR MEETING**

**\*IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (NOVEL CORONAVIRUS), AB 361 HAS AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE WHEN STATE AND LOCAL OFFICIALS ARE RECOMMENDING MEASURES TO PROMOTE SOCIAL DISTANCING.**

**1. CALL TO ORDER – Vice Chair Solomon called the meeting to order at 6:31 p.m.**

**A. LAND ACKNOWLEDGEMENT – Read by Vice Chair Solomon.**

**B. ROLL CALL**

**PRESENT: Commissioner Isaacs (she/her);  
Commissioner Karliss (he/him);  
Commissioner Larry (he/him);  
Commissioner Polachek (she/her);  
and Vice Chair Solomon (he/him).**

**ABSENT: Chair Mason (he/him).**

**ALSO PRESENT: Helen Collins (she/her), Facilities and Field Services Division Manager; Erin Hamant (she/her), Senior Administrative Analyst; and Ric. Abramson (Ric.), Urban Design and Architecture Studio Manager.**

**C. PLEDGE OF ALLEGIANCE – Led by Commissioner Larry.**

**2. APPROVAL OF AGENDA**

**ACTION: Reorder item 9 New Business to be heard before item 8 Unfinished Business, and approve the FEBRUARY 8, 2023, Agenda.**

**Motion by Isaacs, seconded by Polachek, and approved unanimously.**

**Roll Call Vote:**

**Commissioner Isaacs – Y**

**Commissioner Karliss – Y**

**Commissioner Larry – Y**

**Commissioner Polachek – Y**

**Vice Chair Solomon – Y**

3. **APPROVAL OF MINUTES**

**ACTION:** Approve the minutes of the prior Public Facilities Commission meeting dated JANUARY 11, 2023.

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

**Roll Call Vote:**

**Commissioner Isaacs – Y**

**Commissioner Karliss – Y**

**Commissioner Larry – Y**

**Commissioner Polachek – Y**

**Vice Chair Solomon – Y**

4. **PUBLIC COMMENTS** – None.

5. **COMMISSIONER COMMENTS**

Commissioner Isaacs, Commissioner Karliss, and Vice Chair Solomon thanked the City for providing the tree giveaway event.

Commissioner Karliss shouted out City staff for the swimming pool programming at the Aquatic and Recreation Center.

Commissioner Larry wished everyone a Happy Black History month.

Commissioner Polachek noted the tree trimming activities happening right now throughout the city and thanked staff for their work.

6. **CONSENT CALENDAR** – None.

7. **PUBLIC HEARINGS** – None.

8. **UNFINISHED BUSINESS**

**UPDATE TO THE ANNUAL CALENDAR**

**SUBJECT:** The Commission will consider changes to its special events in the Annual Calendar.

Staff provided information about the proposed changes to the special events on the Commission's 2023 Calendar. All proposed changes will continue to align with the National Wildlife Federation's Mayors' Monarch Pledge.

Commissioner Karliss supported the changes and looks forward to the upcoming events.

Vice Chair Solomon asked if the Commission members are allowed to attend events together. Staff confirmed that all Commissioners are able to attend

events, which are not considered official City meetings, and the rules of quorum do not apply.

**ACTIONS:**

- 1) Remove Saturday, March 18, 2023, the Monarch Butterfly Conservation Event from the Annual Calendar.**
- 2) Add Friday, March 31, 2023, a Day of Service Event at Kings Road Park in collaboration with elementary students from the Center for Early Education.**
- 3) Add Monday, April 17, 2023, the Day of Service Event at Kings Road Park in collaboration with pre-K students from the Center for Early Education.**

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

**Roll Call Vote:**

**Commissioner Isaacs – Y**  
**Commissioner Karliss – Y**  
**Commissioner Larry – Y**  
**Commissioner Polachek – Y**  
**Vice Chair Solomon – Y**

**9. NEW BUSINESS**

**CITY COUNCIL PLAYHOUSE DESIGN STEERING COMMITTEE**

**SUBJECT: The Commission will appoint two (2) members to the City Council Playhouse Design Steering Committee.**

Staff provided background on the City Playhouse project and the selected design team, Perkins & Will. The project will now move forward with the schematic design and design outreach to the community. The City Council Playhouse Design Steering Committee will include Mayor Shyne and Councilmember Byers. Project themes include urban imagery and identity, performing arts community needs, site development, inclusivity, accessibility, climate responsiveness, and ecofriendly materials. Staff estimate three (3) meetings and appointed members will provide input and feedback on the project as well as act as formal liaisons for the project on behalf of the Commission.

Commissioner Polachek and Commissioner Karliss expressed their interest, provided they get reappointed to the Commission as at-large members. Both terms expire at the end of February 2023.

Commissioner Isaacs looks forward to having a new City Playhouse.

Vice Chair Solomon also expressed interest and asked if the Commission could

be able to appoint three (3) members instead of two (2), similar to project representations by the Arts and Cultural Affairs Commission. Staff confirmed this proposal is okay.

Commissioner Polachek noted that the appointed members will need to agendize a project update for the Commission at a future meeting. Staff confirmed and added the item to the Commission's look ahead calendar.

**ACTIONS:**

- 1) **Appoint three (3) Commissioners – Commissioner Polachek, Commissioner Karliss, and Vice Chair Solomon – to join the City Council Playhouse Design Steering Committee to provide input on the programming and design of the new city playhouse facility located at 8325 Santa Monica Boulevard.**
- 2) **The appointed Commissioners will act as liaisons and provide updates to the Commission prior to the project going to City Council for review and approval.**

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

**Roll Call Vote:**

- Commissioner Isaacs – Y**
- Commissioner Karliss – Y**
- Commissioner Larry – Y**
- Commissioner Polachek – Y**
- Vice Chair Solomon – Y**

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

11. **PUBLIC COMMENTS – None.**

12. **ITEMS FROM STAFF**

Staff shared that City Council approved the update to OUT Zones, which is now the City's permanent outdoor dining program. Staff will notify Commissioners on changes to the Commission which may occur as terms are ending for some members. City Council will receive and provide direction on Commission purview changes at an upcoming meeting (date TBD). Staff reviewed ongoing Ficus tree issues and upcoming tree removal notices. Commissioner Polachek noted the Ficus tree removals occurring in City of Beverly Hills. Finally, staff shared information and an event from the tree giveaway event.

**LOOK AHEAD CALENDAR FOR AGENDA PREP & COMMISSION ITEMS TRACKER**

Added the Liaison Update on Playhouse Design Steering Committee. The Tipu Tree Replacement Species will be coming in March. Vice Chair

Solomon requested an update by the Recreation Division on the website changes. Commissioner Karliss asked about the Eastside Parkway Beautification Pilot Program. Staff confirmed the milkweed plantings were completed and finalizing a video for the website is the final pending task. Commissioner Karliss asked staff to provide an update on the Park Shading projects at an upcoming meeting. Staff confirmed the aim is to complete the shade structures prior to Summer. Staff also provided a short update on the WHP Tennis Courts Windscreen, in the Items Tracker.

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

Staff notified members of the Standing Budget Committee that they will need to meet prior to the Commission's March meeting.

Commissioner Isaacs thanked everyone for a great meeting.

Commissioner Karliss shared concerns about the delivery robots parking and blocking residential sidewalks. Staff will relay this information to the Long Range Planning Division.

Commissioner Larry wished everyone a great evening.

Commissioner Polachek commended Vice Chair Solomon on running a great meeting.

Vice Chair Solomon shared information about a scooter survey and asked staff if the Commission would be involved. Staff clarified that the scooters are under the purview of the Transportation Commission, with exception to their parking areas which are located in the streetscape. Staff pointed about that any comments and questions can be directed to the Long Range Planning Division.

**14. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 7:42 p.m. to its next regular meeting\* on Wednesday, March 8, 2023, at 6:30 p.m. at Plummer Park Community Center, Rooms 5 and 6, 7377 Santa Monica Blvd., West Hollywood, CA 90046.

DocuSigned by:



Erin Hamant, Acting Recording Secretary

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Jake Mason, Chair