

THE FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY
Marin County Administrator's Office, Room 325
3501 Civic Center Drive, San Rafael, CA 94903

MEETING of March 26, 2014

DRAFT MINUTES

Board of Supervisors Conference Room 324A
Marin County Civic Center
San Rafael, California

Members Present: Annette Rose, Chair; Sandra Fawn; Cheryl Lentini; Mark Schatz; Supervisor Kathrin Sears; Suki Sennett

Others: Janis West, Jeff Wong, County Administrator's Office (CAO); Pat Echols, Larry Beaton, Dorren Hill, David Vaughan, Department of Public Works (DPW); Damon Hill, Library

- 1. CALL TO ORDER:** Annette Rose, Chair, called the meeting to order at 9:00 A.M. Suki Sennett made a motion Supervisor Sears seconded the motion to adjourn in memory of Catherine Munson. The motion passed unanimously.

The memorial is scheduled for Thursday, March 27, 2014 at the Veteran's Memorial building.

- 2. APPROVAL OF MINUTES FROM FEBRUARY 26, 2014 REGULAR MEETING:** Suki Sennett made the motion and Sandra Fawn seconded to approve the minutes. The motion passed unanimously.

It was noted there will be an opening on the Conservancy board. Joan Brown has expressed an interest. She will be inducted into the Marin County Women's Hall of Fame on March 27, 2014.

- 3. CIVIC CENTER SOUTH ARCH ACCESSIBILITY PROJECT-STOP SIGN DETAIL TO REVIEW AND COMMENT:** Larry Beaton introduced Fani Hansen, Hansen Associates to present the updated stop sign detail at the south arch. Two signs will be displayed, on each side of the street, up high from the arch to avoid clutter. Each sign will have the standard red stop sign as cars approach and another color matching the entrance on the flip side of the sign. The board concurred with the plan.

A contractor was selected for the installation of test section of the green wall and refining the surrounding area. Work is scheduled to begin in April.

- 4. CIVIC CENTER LIBRARY SIGNAGE UPDATE:** Larry Beaton provided updated plans for the Civic Center library based on recommendations from the Conservancy in May. Plans include the use of materials, colors and fonts consistent with the Civic Center that will

complement yet allow for the unique branding of the library. Members concurred the small case “i” next to the word “INFORMATION” on the information sign was inconsistent with the other designs and recommended it be removed from the sign altogether.

5. BOARD OF SUPERVISORS AUDIO-VISUAL UPGRADES PROJECT-UPDATE AND DETAILS TO REVIEW: Jeff Wong led the group to the Board of Supervisors Chambers to view the completed upgrades, which are complete except for a small list of refinements.

- He offered an alternative to refinishing the front dais wood paneling that had been plugged with matching wood that was due to existing holes previously drilled for wiring. The recommendation is to cover it with thin, flat veneer.
 - Mr. Wong said the architect recommended it be a matching color rather than a contrasting color and the Conservancy agreed.
 - The cost this way will be less expensive
- Overall, the upgrades were received well; screens helpful, quality is good.
 - Lighting control now also behind chairs at dais
 - Will colored drawings borrowed from the Marin Center be retained in the chambers? Supervisor Sears said where to hang various posters is being discussed.
 - Coffee supplies are in the view of the camera during webcasted meetings. Question if other suggested locations available. Supervisor Sears seemed to prefer leaving it as is.
 - The aspect ratio of the webcast is a software issue that is being addressed
 - Suggested the coat rack at dais be moved to the closet
 - Discussion regarding the assistive listening signs suggested they be smaller while still meeting ADA standards. Mr. Wong will research this

6. BOARD OF SUPERVISORS CHAMBERS FIRE ALARM UPGRADE PROJECT-UPDATE AND DETAILS TO REVIEW: Dorren Hill pointed out some of the speaker/strobe alarms that have been installed the BOS Chambers that had been approved by the Conservancy a few months ago. The members agreed they would were fine.

- When asked if two strobe lights were required, Mr. Hill said he would look into whether two were actually needed in the BOS Chambers and report back to the Conservancy.

7. US POST OFFICE MAIL BOX RELOCATION: Pat Echols reported that the USPS notified them that the mail box outside of the south arch will be relocated to the middle arch, discontinuing the brass boxes currently in the middle arch.

- There may be a need to create an accessibility pathway when this change occurs
- USPS will deliver to cluster mail boxes beginning sometime in the summer
 - Mail will be pre-sorted at the post office by suite numbers

8. CIVIC CENTER DRIVE CAPITAL IMPROVEMENTS PROJECT-WAYFINDING SIGNAGE AND REVIEW/COMMENT OF PRIOR APPROVED CONCEPT BY SQUARE PEG DESIGN: Pat Echols provided an update to the wayfinding signage concept design by Square Peg Design submitted in August 2011. Selected pages from the study were provided as a hand-out to the Conservancy for review.

- Section 6: Design Concepts A. Main Campus Identify, Sign Type AA1 (p 26) - it was noted the street numbers only did not make much sense and should be number and street, or neither. The members agreed and recommended the numbers be removed.
- Section 6: Design Concepts C-1. Vehicular Wayfinding, sign Type AD3 Example 1 (p 29) – the sign and edge of base are not lined up. Conservancy members agreed and recommended the sign and edge of base line up
 - AD2 and AD3 signs should be consistent in color and lettering
 - Example 1 (white lettering on color background) is preferred over Example 2

9. MEMBER ITEMS FOR UPDATES AND FUTURE AGENDAS:

- Fundraising ideas for Civic Center post office are tabled until word is received from David Speer
- Aaron Green's office, which paid for the globe, may have the globe design. David Vaughan will check with Bill Schwarz
- Back-up to the globe is the landscape surrounding the post office
- Special screening of Gattaca is still considered the main fundraising idea
 - Question arose whether it is the newer, edited version, which could draw in many people
 - Consider a film festival with other films including the radio drama play and the AIA speakers event
 - Attendees of the play could be specially invited
 - Rafael Theatre sends out quarterly guide books so Conservancy should be aware of their deadlines to be included
- FLW information panels on the second floor will be updated. Cheryl Lentini will work with Laurie Thompson to put together a new display
 - Consider using the Children's Isle, 50th Anniversary, World Heritage Site nomination

10. OPEN TIME FOR PUBLIC ITEMS NOT ON THE AGENDA: None

11. ADJOURNMENT: Meeting was adjourned at 10:20 A.M.