

**THE FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY (FLWCCC)**

Marin County Administrator's Office, Room 325  
3501 Civic Center Drive, San Rafael, CA 94903

**REGULAR MEETING of APRIL 22, 2015**

**DRAFT MINUTES**

held at

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

Members Present: Joan Brown, Lynn Downey, Sandra Fawn, Cheryl Lentini, June Miller, Mark Schatz, Kathrin Sears, Suki Sennett

Others: David Speer, Janis West, County Administrator's Office (CAO); Pat Echols, Tracie Holland, David Vaughan, Department of Public Works (DPW); Lisa DeCarlo, Department of Finance (DOF)

- 1. CALL TO ORDER:** Mark Schatz, Chair, called the meeting to order at 9:05 A.M.
- 2. APPROVAL OF MINUTES FROM MARCH 25, 2015 SPECIAL MEETING & APPROVAL OF MINUTES FROM MARCH 25, 2015 JOINT MEETING WITH CULTURAL SERVICES COMMISSION:** The following corrections were made to the minutes of the March 25, 2015 special meeting: Item # 3 first paragraph, last sentence should read "David Vaughan said he will look into alternatives;" Item #4 last sentence should read "The National Parks Service notice was published in the Federal Register on March 24." Suki Sennett moved and Sandra Fawn seconded the motion to approve the minutes as corrected. The motion was approved unanimously.

No corrections were made to the minutes of the March 25, 2015 Joint Meeting with the Cultural Services Commission. Staff thanked Janis West for the detailed minutes. Suki Sennett moved and Sandra Fawn seconded the motion to approve the minutes. The motion was approved unanimously.

- 3. TOUR AND DISCUSSION OF DEPARTMENT OF FINANCE FRONT SPACE:**  
The Department of Finance coordinated a remodel of the DOF front entrance space with DPW a few months ago. There is concern about the appearance not being open or inviting to the public. The initial project was rushed due to time constraints and was not reviewed by all parties. They have designed some new options and are seeking the Conservancy's feedback. The group visited the space at suite 225 for review and discussion. Tracie Holland explained the purpose of revising the existing remodel is to increase security with the entrance still be inviting to the public. The wood panels installed appear too dark. She presented three options:
  - Option 1 – (four panels) wood at bottom panel, frosted glass in the middle panel, clear glass at top panel
  - Option 2 – (three panels) wood at bottom and middle panel, clear glass at top panel (increased height of glass to reduce wood)



- Option 3 – (three panels) wood at bottom panel, County standard fabric at the middle panel, clear glass at top panel

Lisa DeCarlo offered the following comments:

- There has been a reduction in the public seeking directions (it is one of the first offices they see from the escalator)
- Internal and external mail has been moved to another location on the first floor, also reducing traffic
- DOF staff work with highly sensitive financial data
- Has concern about work aesthetic for employees directly behind the partition if it is glass
- Option 3 might work because the fabric is light and would be brighter
  - Perhaps hang photos of the patio fountain on the fabric
- Agrees with the need for transparency, openness
- Priority is allowing workers feel safe, secure

Comments/Suggestions:

- Cloth in front transitions with the cloth on the modular unit behind the front
- FLW's design of open government/transparency supports the option with more glass
- Employee's space may feel more spacious with more light
- Fabric may become a bigger maintenance issue
- Frosted glass is two layers but allows for light
- Is ribbed glass available? *May need to be custom made*
- Employee will have the other panel to use if glass installed
- Option 1 has four sections and can be modified slightly to allow more privacy but still light. Suggestion:
  - Increase current one wood panel to two panels from bottom to about half way
  - Frosted glass for the middle panel
  - Clear glass at top panel

The Conservancy and Ms. DeCarlo thought this option (termed "Option 1A") was the best option. Joan Brown moved and Cheryl Lentini seconded the motion. The motion was approved unanimously.

**4. UPDATE OF WORLD HERITAGE NOMINATION:** David Speer and Sandra Fawn attended the FLW Nomination General Meeting in Chicago on April 8. They discussed upcoming tours of all the sites.

- The President of the Frank Lloyd Wright Building Conservancy and two members of the National Parks Service will guide the process
- Site visits for technical evaluation will be approximately one and one half days
  - Will need to arrange lodging
- Each site is to represent a consistent approach/format
- Subcommittee of one or two UNESCO, one or two National Parks Service representatives, U.S. ICOMOS, and FLWBC president and Lynda Waggoner, Falling Water will tour the site
- Site visit will most likely be prior to Labor Day
- Many logistics are still uncertain
  - The subcommittee will reconvene to discuss details



- Will look at areas of preservation and conservation, and how we maintain (historical and universal value)
  - Will look at the Civic Center campus and surrounding area; will not necessarily include the Marin Center
  - There will not be a media event
  - Brochure will be produced in English and French and will be distributed at the June 28 meeting in Bonn, Germany
  - David has submitted all County capital projects/documents that have been provided to the BOS to date

**5. MEMBER ITEMS FOR UPDATES AND FUTURE AGENDAS:**

- Joan Brown: Update on docent program
  - Created one document and a synopsis that combines notes of previous tours; Bill Schwarz annotated for factual accuracy. Docents met last week to review draft with three more meetings scheduled in May; a work in progress
  - Libby, Cultural Services Marketing Director, will oversee the docent program
  - Cultural Services considering program expansion
    - Proposing increase in the cost of tours
  - Fees should match the program level
  - Certain groups have different interests that docents could focus on
  - Should determine appropriate scale of program (Government building) Security, staffing, etc. to consider
  - Evolving program. What direction? Role? Next steps?
  - Grateful for leadership that is now invested in this program
  - Consider forming a liaison group with Cultural Services
  - Consider a standing agenda item for FLWCCC meetings
- Suki Sennett: Inquiry regarding Marin History Museum status and BOS involvement
  - David Speer meeting with Matthew Hymel regarding BOS position/action
  - Lynn Downey said California History Museum may be willing work with them; will do whatever she can to help
- Mark Schatz: Marin Open Studios scheduled at Bon Air in Greenbrae April 22; Gala May 8

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

**7. ADJOURNMENT:** The meeting was adjourned at 10:30.

